



Title: Lower School & Extend Assistant **Status:** Full-time; 12 months
Classification: Hourly; Non-Exempt **Reports to:** Lower School Head & Director of Parish Extend & Parish Plus

JOB SUMMARY

The PreK-2nd grade Teachers' Assistant is a full time (40 hours/week), 12 month position with responsibility to assist Lower School and Extended Day faculty and staff in classroom and administrative duties. Hours 9:00-5:30.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

LOWER SCHOOL

- Serve as Guest Teacher if Permanent Guest Teacher is unavailable
- Supervise and assist Pre-K students during lunch period

EXTENDED DAY AND EXPLORATIONS

- Supervise students in Extended Day programming
- Prepare space and supplies prior to start of extended day
- Oversee homework time, snack, craft and play time
- Assist with carpools and accompany students between classes and lessons
- Manage children's behavior with firmness but understanding and notify administration of all issues requiring follow up with students or families
- Report in writing any injuries or illnesses
- Clean up classrooms daily at the conclusion of extended day
- Perform administrative duties for Extend Program, to potentially include registration management, class roster generation and distribution or activity preparation.

PARISH SUMMER

- Assist with camper check in.
- Assist with carpools and supervise campers at lunch.
- Perform administrative duties for Parish Summer to potentially include registration management, class roster generation and distribution or activity preparation.
- Supervise students in Parish Summer programming.
- Assist with camp activity preparation.

OVERALL

- Be familiar with school policies and procedures.
 - Promote the school's statement of mission and philosophy.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Auxiliary Programs Team Meetings as needed
 - Attends School Functions as needed
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SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

- Completion of or working towards a 4 year degree in education preferred
- Experience with childcare and familiarity with child development required
- Computer proficiency, including MS Word, MS Excel, collaboration software and Google suite
- Ability to use basic office equipment

Job Knowledge, Skills, and Abilities:

- Willingness to learn how to develop and implement lesson plans
- Create an inviting, welcoming classroom environment conducive to fun and learning
- Establish procedures and routines that are consistent and clear to students
- Manage and monitor student play and behavior
- Discretion and mature judgment in handling sensitive and confidential information
- A team player with strong interpersonal skills to effectively and professionally communicate with students, faculty and parents
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
- Demonstrate initiative and facilitative skills
- Contribute positively to employee moral; maintain a positive, pleasant demeanor to all constituencies
- Exceptional oral and written communication skills
- Flexibility in a dynamic environment
- Well organized and able to manage details efficiently
- High energy level paired with an accompanying sense of urgency
- An accessible and approachable people person with a good sense of humor
- Self-confident and secure in one's achievements without seeking or requiring recognition

- Responds well to criticism and deals successfully with challenging people and circumstances
- Ability to work both independently and with supervision

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults;

- Some Exposure to Students
- Travel – Light
- Travel – Heavy
- Evening and/or Weekend Commitment – Light
- Evening and/or Weekend Commitment – Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing
- Color Perception

- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds

- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School’s equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School’s equal employment opportunity policy.

Qualified candidates should send a cover letter and resume’ to
employment@parishepiscopal.org

