



Lower School Instructional Assistant

Seacrest Country Day School, a PS-12th grade independent, college preparatory school in Naples, Florida, is seeking a Lower School Instructional Assistant. The ideal candidate will possess a joy for working with young children. Instructional Assistants provide a combination of instructional and clerical support for classroom teachers. They support and assist children in learning class material using the teacher's lesson plans.

Seacrest retains and recruits dynamic educators who value collaboration and partnerships, seek new, mission-appropriate methodologies, and love working with children.

Founded in 1983, Seacrest provides a safe, student-centered environment to educate a diverse community of students to become lifelong learners who pursue academic and personal excellence, physical well-being, creative achievement, and a commitment to social responsibility.

Our Mission: Seacrest Country Day School is committed to fueling intellectual engagement, teaching ownership of the educational experience, cultivating quality of character, and inspiring students to lead lives of significance.

Essential Duties and Responsibilities

- Students at Seacrest are expected to be active in their learning process and the classrooms are expected to be a positive and engaging environment. Teamwork with colleagues, the parents, and the student is expected as Seacrest strives to reach each student and push them individually
- Instructional Assistants work with students individually or in small groups-listening while students read, reviewing or reinforcing class lessons, or helping them find information for reports.
- Will be asked to take over classroom duties when the regular Teacher is unavailable
- Teaching assistants supervise students in the classroom, playgrounds, hallways, and on field trips.

- Assist in recording grades, setting up equipment, and preparing instructional materials.
- Prepare and present displays of students' work/ bulletin boards as requested by the Teacher
- Instructional Assistants may grade tests and papers, check homework, keep health and attendance records, do word processing and filing, and duplicate materials.
- They also may stock supplies, operate audiovisual equipment, and keep classroom equipment in order.
- After the academic day, Instructional Assistants are responsible for staffing our After-School Program with groups of students of different age ranges on the playground, common areas, or gymnasium.
- Set a good example in terms of dress, punctuality, and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Meet community obligations, including but not limited to adhering to deadlines
- Communicate effectively with students, parents, and others, both orally and in writing.
- Model professional and ethical standards when communicating with students, parents, peers, and the community.
- Perform other duties and responsibilities as assigned by the Leadership Team.

Minimum Qualification Requirements:

- Competencies/ skills and abilities: Instructional assistants should enjoy working with children from a wide range of cultural backgrounds and be able to handle classroom situations with fairness and patience. Teacher assistants also must demonstrate initiative and a willingness to follow a teacher's directions.
- Education: on-the-job training. A college degree or related coursework in child development improves job opportunities.
- Experience: past work with young children
- Teachers must hold at least a Bachelor's Degree from a regionally accredited institution of higher learning, with most coursework in the subject they wish to teach.
- Computer skills: word processing
- Willing to take basic first aid and CPR training

Compensation and Benefits

This full-time instructional position will start on August 1, 2024, for the 2024-25 academic year. Full-time employees are eligible for our competitive benefits package,

which includes medical, dental, vision, disability, AD&D, life insurance, AFLAC, and Seacrest's 403(b) retirement program.

- Seacrest Country Day School is an equal-opportunity employer.
- Fingerprinting and background checks are a required part of the Seacrest employment eligibility process.

To apply for this position, please send your resume and cover letter to HR@seacrest.org.