Position: Early Childhood Assistant

Reporting Line: Reports to Division Head

School Summary
All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturrup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

Mission
Inspiring independent thinkers, principled leaders, and humble learners.

Vision
All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with a purpose, direction, commitment, and success.

Position Summary
All Saints Academy Teacher Assistants cherish and love children; model what is expected of our students; demonstrate a commitment to lifelong learning; and possess the skills, knowledge, and confidence to be an innovator and support the Lead Teacher in the education of the young students.

Essential Duties and Responsibilities

- Maintain positive relationships with colleagues and parents
- Contribute in a supportive manner to the life of the community
- Treat information related to students as strictly confidential
- Provide support to the Lead Teacher in daily routines and managing the learning environment
- Give clerical assistance in reviewing student work and in copying and laminating materials for the classroom

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With Lead Teacher, assemble instructional materials and prepare display and bulletin board spaces
Assist in all supervisory roles throughout the day, morning arrival, recess, lunch, dismissal
Assist children in developing age-appropriate hygiene and toileting habits
Attend and participate in all team meetings

Other Duties
Assume other responsibilities as requested to do so by the Division Head and/or the Head of School, including but not limited to the work assigned in carrying out the Strategic Plan.

Skills

Physical Requirements: Working with preschool children is a physically demanding job. The ability to lift young children, bend down to their level, actively participate in all daily activities and routines, including outdoor recess, and assist with emergency evacuations are prerequisites for teachers and assistant teachers in preschool classrooms.
State of Florida DCF Staff credential is preferred or training (45 hours) must be completed during the first year of employment.
Skilled at taking direction and collaborating as part of a team
Cultural competence
Student-centered
Attention to detail
Time management
Problem solving
Customer service oriented
First Aid and CPR certification preferred
Early Childhood experience preferred
Independent school experience preferred

Assume other responsibilities as requested by the Head of School, including but not limited to the work assigned in executing the Strategic Plan.

Send resumes and cover letters to HR@allsaintsacademy.com.

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