



Grade Level Teaching Assistant

Carrollwood Day School is seeking an emerging educator to join our Lower School as a Grade Level Teaching Assistant. The ideal candidate enjoys working with children, understands how they learn, and is dedicated to creating a nurturing learning atmosphere for every student. The Grade Level Teaching Assistant position is intended to be an opportunity for an individual working toward a degree in elementary education or new to the teaching profession. The position allows you to gain experience with CDS, students, curriculum and best practices in teaching to prepare for a lead teaching role in the future.

Essential Responsibilities:

- Assist in implementing lesson plans based on CDS philosophy and curriculum and the specific needs of each child
- Collaborate with lead teachers to monitor the development of each child
- Work with children, individually and in groups, to promote their learning and development
- Substitute for classroom teachers, as needed
- When needed, and utilizing approved methods and/or platforms, communicate with parents to keep them informed about their child's development and any changes to the regular day-to-day schedule
- Reinforce lessons presented by teachers by reviewing materials with students, pre-teaching and re-teaching as needed
- Help teachers with administrative work such as tracking attendance, copying, laminating, etc.
- Assist in preparing lessons by getting materials ready or setting up equipment
- Supervise students in a variety of settings to ensure safety and well-being
- Create an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers
- Maintain professional competence by attending staff development programs, curriculum development meetings, and other professional trainings and activities
- Model and foster professional standards of communication, personal presentation, punctuality, professional courtesy, collegiality, respect, and discretion.
- Participate in the life and community of the school through various student and parent activities, including PTO, student clubs and after-school activities
- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, car line, lunch duty, assemblies, field trips, and other duties and routines regularly part of a Lower School environment
- Meet regular and timely attendance requirements, including occasional evening and other required events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Competencies, and Attributes:

- Bachelor's degree, preferably in Education
- Must demonstrate a nurturing teaching style
- Possess an understanding of the academic, social, and emotional development of young children
- Strong understanding and utilization of appropriate customer service skills within an independent school environment
- Strong collaborative skills and eagerness to work with colleagues
- Proficiency in the Google suite of products (docs, sheets, drive, etc.)
- A high degree of professionalism, discretion, and integrity, both in and outside of the classroom
- Ability, willingness, and judgment to interact and communicate effectively and professionally with all constituents in a school environment
- Enthusiasm and commitment to the vision, mission, and philosophy of the School

Physical Requirements and Work Environment:

- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold
- Work in a highly involved and busy environment dealing with a wide variety of challenges and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Must have the ability to sit and stand for extended periods of time
- Must exhibit manual dexterity to enter data into a computer
- Spend time sitting on floor or child size furniture; crawl, kneel, stoop, and bend
- Ability to speak in audible tones that others may understand clearly in normal classrooms, outdoors and on the telephone
- Ability to visually and audibly monitor children in classroom, playground, car line, and other school areas
- Ability and willingness to come in contact with children who may be ill/contagious
- Be able to occasionally lift up to 30 lbs including young children

Compensation includes a comprehensive employee benefits package.

Qualified candidates should send a resume/CV and a statement of interest to Dawn Wilson, Head of Lower School: dwilson@cdspatriots.org