



## **Grade Level Teaching Assistant Position Begins the 2025-2026 School Year**

Carrollwood Day School is seeking an emerging educator to join our Lower School team 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.

Carrollwood Day School (<http://www.carrollwooddayschool.org>) is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educate the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded teachers is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

### **The Position of Kindergarten Assistant Teacher:**

The Teaching Assistant position is intended to be an opportunity for an individual new to the teaching profession to gain experience with CDS, students, curriculum and teaching environment to prepare for a lead teaching role in the future.

### **Essential Responsibilities:**

- Authentically support and advance the mission and vision of the school
- Assist in implementing lesson plans based on CDS philosophy and curriculum and the specific needs of each child in an assigned grade level (1st to 5th)

- Collaborate with lead teachers to monitor the development of each child
- Work with children, individually and in groups, to promote their learning and development
- Serve as substitute for Lead Teachers as assigned; successfully deliver lesson plans and manage classroom safely and effectively
- 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 lead teachers by reviewing materials with students, pre-teaching and re-teaching as needed
- Help lead teachers with administrative work such as tracking attendance
- Assist in preparing lessons by getting materials ready and/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 other duties and routines regularly part of a 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 Needed for Success:**

- 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
- Demonstrated ability to foster and maintain appropriate classroom behavior standards
- 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 20 lbs

Compensation for this 10 month full-time position includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Please send resume and cover letter to Dawn Wilson, Head of Lower School, at [dwilson@cdspatriots.org](mailto:dwilson@cdspatriots.org)