

ELEMENTARY PRE-K ASSISTANT

JOB INFORMATION:

Title/Position: Pre-K Assistant

Date Posted: March 23, 2026

Date Closed: May 1, or until position is filled

Corporation Name: Loogootee Community School Corporation

Loogootee Community School Corporation is seeking a caring and dependable Pre-K Assistant to support early childhood instruction and student development. This is a non-certified position reporting to the building principal.

The Pre-K Assistant will work closely with the classroom teacher to support young learners in a safe, structured, and nurturing environment that promotes school readiness and social-emotional growth.

KEY RESPONSIBILITIES:

- Assist the Pre-K teacher with daily instructional activities and classroom routines.
- Support students in developing foundational skills in early literacy, math, and social-emotional learning.
- Provide small group and individual support to reinforce learning and development.
- Help maintain a safe, positive, and engaging classroom environment.
- Assist with classroom management, including transitions, routines, and behavior support.
- Supervise students during classroom activities, playtime, meals, and transitions.
- Prepare instructional materials and assist with classroom organization.
- Support students with personal needs such as hygiene, dressing, and snack/lunch routines as appropriate.
- Communicate effectively with the teacher and staff regarding student needs and progress.
- Maintain confidentiality of student information in accordance with school policies and regulations.
- Assist with school-wide activities and programs as needed.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Experience working with young children in a preschool or childcare setting preferred.
- Ability to communicate effectively and maintain a positive, nurturing learning environment.
- Patience, flexibility, and a strong desire to support early childhood development.
- Ability to work collaboratively with teachers and staff.

APPLICATION MATERIALS: Completed Classified [Employment Application](#)

CONTACT INFORMATION:

Name: Georgia Templin, LCSC Administrative Assistant & Deputy Treasurer

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For more detailed information about the position, call Mrs. Lacey Wade at 812-295-2833.