



POSITION TITLE: **Teacher Assistant of K(4)**

St. John's Episcopal Parish Day School is distinguished by 70 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of Tampa, St. John's provides an exceptional education for 600 students in pre-kindergarten through eighth grade. The School's core values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are *Empowered to Lead, Inspired to Serve*. A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates our campuses.

POSITION DESCRIPTION:

St. John's seeks an energetic and dynamic individual with demonstrated professional excellence to join our outstanding Primary Division team as **Teacher Assistant of K(4)**. This is a full-time, benefits-eligible position with an **August 2026 start date**. The successful candidate will be expected to successfully meet the following responsibilities:

- Have a love for teaching and the ability to build a trusting relationship with students, teachers, and parents;
- Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups;
- Help students adjust, learn, and socialize and report to teachers about possible behavioral issues;
- Help teachers with recordkeeping, such as tracking attendance, calculating grades, assist and address individual student needs;
- Provide additional supervision for students during class, lunch, recess, between classes, and on class outings or field trips;
- While every class must be allocated to a qualified teacher, the teacher's assistant can be expected to supervise or lead a lesson for a teacher who is off sick or undertaking training;
- Model on a daily basis the conduct we expect of our students and consistently exhibit the highest standards of professionalism;
- Work collaboratively with colleagues to create, plan, and prepare thoughtful lesson plans as part of an instructional program that is age-appropriate and addresses individual student needs;
- Attend all professional gatherings and in-service meetings;
- Be available to consult with students, parents, and colleagues as part of parent conferences and as needed basis;

- Attend institutional gatherings and events as necessary or requested by the Head of School in support of the School's mission;
- Devote time and effort to ongoing professional growth;
- Demonstrate intellectual curiosity, strong communication skills, openness to others' ideas, and the eagerness to extend themselves for others.

PROFESSIONAL DEMEANOR AND CHARACTERISTICS

Model daily the conduct we expect of our students, and consistently exhibit the highest standards of professionalism. Ability to demonstrate initiative, leadership, collaboration, and independent thinking. Must possess strong people skills and emotional intelligence when dealing with students, parents, and colleagues, as well as a demonstrated understanding of and investment in the School.

St. John's Episcopal School is an exceptional work environment with low employee turnover. The school goes above and beyond to take care of its employees. The position provides a truly outstanding individual the opportunity to join Tampa's premier K(4)-8 school and truly 'make a difference' in the lives of children and colleagues. This is a full-time, salaried, exempt, 10-month position that is accompanied by a highly competitive salary and benefits package. St. John's is an Equal Opportunity Employer.

Qualified candidates are invited to submit a current resume, cover letter, salary requirements, and list of not fewer than three references to Ana Ibanez, Director of Primary Division, at aibanez@stjohnseagles.org.