



POSITION: Kindergarten Teacher Assistant 2026-2027 School Year (August through May)

Lake Mary Preparatory School, founded in 1999, is ranked as the #1 Best Private High School in Seminole County. We are part of ISP's global community and serve students in grades PreK-4 through 12. Our mission is to ignite the full academic potential of each student through engaging instruction, meaningful feedback, and authentic assessment in a supportive, student-centered environment. At Lake Mary Preparatory School, we offer small class sizes, and our goal is to ignite the full academic potential of each student through engaging instruction, meaningful feedback, and authentic assessment.

Begin with our children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Well-being and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

Treat everyone with care and respect. We look after one another, embrace similarities and differences, and promote the well-being of self and others.

Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

SUMMARY OF POSITION: Lake Mary Preparatory School is seeking an energetic and passionate individual who will support the lead teacher in creating a safe, nurturing, and engaging environment for young children. This role focuses on managing daily classroom routines, promoting social-emotional growth, and aiding in instruction.

KEY RESPONSIBILITIES:

Instructional Support

- Assist the lead teacher in delivering daily instruction and supporting all aspects of teaching and learning
- Work with individuals or small groups of students to reinforce skills and concepts

- Help prepare instructional materials, resources, and classroom activities
- Provide additional support to students as directed by the lead teacher
- Additional duties as assigned

Classroom Management

- Support the implementation of classroom routines, procedures, and behavior expectations
- Supervise students during transitions and non-classroom settings (e.g., lunch, recess, field trips)
- Preparing materials and organizing supplies
- Promote a safe, respectful, and inclusive learning environment
- Maintain a clean, organized, and well-functioning classroom

QUALIFICATIONS NEEDED:

- High School Diploma or equivalent required
- Strong communication, interpersonal, and organizational skills
- Patience, flexibility, and a positive, team-oriented attitude
- Ability to build supportive relationships with students and collaborate effectively with staff

Interested candidates are asked to provide us with the following:

- Cover Letter
- Resume
- Professional references

BENEFITS: Comprehensive benefits package including medical, dental, vision, life and disability, 401(k), paid time off

SALARY: Salary commensurate with experience

E-Verify Participation:

Lake Mary Preparatory School (LMP) and ISP U.S. participate in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S.

ISP Commitment to Safeguarding Principles

LMP and ISP are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All postholders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history. LMP also conducts fingerprint (<https://info.flclearinghouse.com/>) and drug testing.

ISP Commitment to Diversity, Inclusion, and Belonging

LMP and ISP are committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, Sexual orientation and gender expression, age, disability status, neurodivergence, socio-economic background, or other demographic characteristics.