



## **Position Description**

**Position Title:** Lower School Junior Kindergarten Teacher Assistant

**Department/Division:** Lower School

**Reports to:** Head of Lower School

**Position Status:** Exempt

**Created/Updated:** September 2021

### **Position Summary:**

Responsibilities include working in collaboration with Administrators and teachers to deliver interactive learning programs designed to engage and educate young children. Responsible for direction and overall supervision of a group of young children. Performs activities that ensure the safety, involvement, and creativity of each individual in the group. Works cooperatively with the lead teacher to discuss and aid in the implementation of daily plans in accordance with the current curriculum.

Lancaster Country Day School supports the active engagement of students, the use of technology, and faculty professional development.

The successful candidate must enjoy working with children and be devoted to building a nurturing and safe learning environment.

### **Requirements:**

- Two-Year or Four-Year Degree in early education is preferred
- Experience in early childhood education is preferred
- Must have a compassionate and positive attitude
- Must love working with young children
- Excellent written and verbal communication skills
- Outstanding interpersonal abilities
- Desire to be part of building the larger school culture and community, particularly with regard to diversity, equity and inclusion efforts

### **Responsibilities:**

- Work with teaching team in all activities, including but not limited to: housekeeping, diapering, toilet training and meal service and record keeping
- Share responsibility in the preparation of daily plans and the preparation of teaching materials

- Conduct daily small-group activities for an assigned group of children, sharing responsibility for large-group activities and using appropriate adult/child interactions strategies with all children
- Assume responsibility for a classroom at any given time
- Collects required anecdotes and information for required ongoing assessments
- Provide coverage for breaks for other staff members
- Supervise daily lunch and playground activities, field trips and walks
- Promote individualized attention for children by freeing teachers from routine duties

**PHYSICAL REQUIREMENTS:** Frequent bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.

***Please note:*** *Proof of COVID-19 vaccination is a requirement for employment at Lancaster Country Day School.*