



Early Childhood Teacher Assistant (Full or Part Time)

Position Overview

St. Johns Country Day School seeks a dedicated and collaborative **Early Childhood Teacher Assistant** to support the academic and social development of students in the Lower School. Working under the direction of the Head of the Lower School and in close partnership with a Lead Teacher, the Teacher Assistant provides instructional support, reinforces classroom learning, and helps maintain a positive and engaging learning environment.

The Teacher Assistant plays a key role in supporting daily classroom operations, working with individual students and small groups, and contributing to a nurturing and developmentally appropriate educational experience. The ideal candidate demonstrates patience, flexibility, strong communication skills, and a commitment to working as part of a team.

Core Responsibilities

Instructional Support

- Reinforce concepts taught by the Lead Teacher through individualized and small group instruction
- Support student learning by assisting with lessons, activities, and classroom engagement
- Work with students requiring additional support to reinforce academic concepts and skills
- Assist in teaching appropriate behavior and social-emotional skills

Classroom & Teacher Support

- Assist the Lead Teacher with lesson preparation, including organizing materials and setting up equipment
- Support classroom organization, routines, and daily activities
- Maintain accurate records, including attendance, student progress notes, and classroom documentation
- Take responsibility for supporting or leading designated activities (e.g., Movement, Art) as assigned

Student Supervision & Engagement

- Supervise students in the classroom, during lunch, recess, transitions, and special events
- Ensure a safe, respectful, and positive learning environment

- Serve as a positive role model for students through professional conduct and interactions

Communication & Collaboration

- Maintain consistent and positive communication with students, faculty, and staff
- Collaborate effectively with the Lead Teacher and other team members
- Communicate with parents when directed or approved by the Lead Teacher
- Attend scheduled meetings, including pre-planning sessions and division meetings

Professional Responsibilities

- Demonstrate flexibility and adaptability in supporting classroom and school needs
- Engage in self-reflection and pursue continuous professional growth
- Support and uphold classroom expectations and school policies
- Fulfill responsibilities and requests from the Lead Teacher and Head of Lower School

Qualifications & Skills

Education & Experience

- Early Childhood degree or Child Development Associate (CDA) certification required
- Minimum of two years of related experience working with young children preferred

Professional Competencies

- Strong interpersonal and communication skills
- Ability to work collaboratively as part of a teaching team
- Patience, flexibility, and a positive approach to working with young children
- Ability to support both academic and social-emotional development

Technical Proficiency

- Basic proficiency with classroom technology and record-keeping systems
- Ability to support instructional tools and classroom resources as directed

Physical & Mental Requirements

Physical Requirements

- Ability to move actively throughout the classroom and playground
- Ability to supervise students in indoor and outdoor settings
- Ability to lift, carry, or assist children and materials up to approximately 30 pounds

Mental Requirements

- Ability to communicate clearly and effectively with students, staff, and families
- Ability to manage multiple tasks and respond to the dynamic needs of a classroom
- Ability to exercise patience, sound judgment, and professionalism

Working Conditions & Expectations

- Full-time or part-time position based on school needs
- Regular on-campus presence required during school hours
- Active participation in the classroom, outdoor activities, and school events

- Expected to uphold the mission and values of St. Johns Country Day School while supporting students and faculty

About St. Johns Country Day School

St. Johns Country Day School is one of the leading, non-sectarian independent schools in Jacksonville, Florida and maintains a PK3- Grade 12 school enrollment of 500 students. Learn more at sjcds.net.

Accreditations

Florida Council of Independent Schools
Cognia

Application

Please send a cover letter and current resume to hkennedy@sjcds.net

St. Johns Country Day School is an Equal Opportunity Employer and encourages candidates of diverse backgrounds and experiences to apply. We are committed to building a community that reflects a wide range of perspectives and talents.