



TEACHING ASSISTANT FOR KINDERGARTEN AND JUNIOR KINDERGARTEN
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Head of Lower School

PRIMARY RESPONSIBILITIES:

Assists lead teacher in implementing high-quality early childhood programs for four and/or five-year-olds in the context of a JK-12 enriched academic program.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Must be 21 years of age or older.
- College graduate, early childhood degree preferred.
- Experience working with threes, fours, and five-year-olds
- Ability to work independently, as well as a member of a team
- Ability to provide a supportive, nurturing environment for children
- Completion of KY Early Care Orientation and 12 clock hours of early childhood professional development within the first year.
- Satisfactory completion of TB test, Criminal Records Background Check, and Central Registry Check (Child Abuse and Neglect screening)

SPECIFIC RESPONSIBILITIES:

- Assists the lead teacher in implementing daily and long-term instructional plans.
- Assists in overseeing the safety, guidance, and management of students under his/her supervision.
- Continue professional development and growth.
- Attends monthly division meetings, department meetings, full faculty meetings, and other committee assignments or meetings as scheduled.
- Performs all other duties that are appropriate to his/her employment as determined by the school administration and its representatives.

April 2021