



**KINDERGARTEN / JUNIOR KINDERGARTEN TEACHING ASSISTANT**  
**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 appropriate to his/her employment as determined by the school administration and its representatives

*November 2024*