



KINDERGARTEN / JUNIOR KINDERGARTEN TEACHING ASSISTANT
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Head of Lower School

PRIMARY RESPONSIBILITIES:

Assists the lead teacher in implementing child-centered 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:

- 21 years of age
- High school diploma; college degree preferred
- Experience working with threes, fours, and five-year-olds
- Ability to work independently, as well as be a member of a team
- Experience with Reggio-Emilia principles in early childhood classrooms preferred
- 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

April 2026