

## **Job Description – Kindergarten Teacher’s Assistant**

**Department:** Education  
**Reports to:** Principal or Assistant Principal  
**Status:** Part Time

### **Mission**

Peace Preparatory Academy is seeking staff members committed to our mission of being a place that educates the whole child, supports the whole family, and provides growth and change opportunities for the whole community in a Christ-centered learning environment.

### **Job Summary**

The Kindergarten Teacher’s Assistant will work closely with the lead Kindergarten teacher to support the academic and social development of students.

### **Key Traits**

- A strong desire to be a part of a school in its foundational years.
- Demonstrated ability to work effectively informally and formally with individuals and families of diverse make-ups, cultures, and communities.
- Commitment to Christian character, spiritual growth, and maturity.
- Alignment with Peace Preparatory Academy’s programmatic pillars: developmentally appropriate, trauma informed, culturally relevant, spiritually formative

### **Responsibilities**

- Provide assistance to teacher including instruction, classroom organization, student management, and instructional strategies.
- Work with small groups or individual students to practice skills.
- Communicate proactively with teacher about student issues and conversations with parents.
- Respond to emails and phone calls from school leaders and teachers in a timely manner.
- Assist during standardized testing to support state and local processes and policies.
- Assist with preparation of daily lesson plan materials and make copies of materials for students (print or electronic).
- Support teacher with grading assignments and providing students with feedback.
- Monitor students’ movement throughout the building to other classrooms, learning areas, and cafeteria.
- Monitor students in the classroom, at lunch, or throughout the school by maintaining order and discipline during assigned special duty times.

- Assist teacher in maintaining a clean and orderly classroom including daily classroom clean up (ie wiping down surfaces) to uphold sanitation standards for a safe school environment.
- Engage in professional learning opportunities in-person.
- Perform other duties as assigned by an appropriate administrator or their representative.

### **Education**

High school diploma or equivalent (Associate's degree or higher preferred).

### **Qualifications**

- Basic knowledge of childhood growth and development.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching.
- Demonstrated ability to effectively supervise children.
- Demonstrated ability to communicate effectively and follow instructions.
- Demonstrated ability to work well with students, staff, and parents in a professional manner.
- Knowledge of school safety & security procedures.
- Excellent writing and communication skills.

### **Benefits**

- Mental health (Therapy) reimbursement up to \$240/ month
- 403(B) Teacher Retirement Plan

### **Working Hours**

- Monday - Friday 7:30 am -1:30 pm (Subject to change)

### **Salary Range**

- \$18 to \$25 per hour
  - Depending on years of experience and level of education

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.



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