

## **Lower School Pre-Kindergarten Assistant**

### **General Description**

Clarksville Academy's mission is to promote academic excellence, moral integrity, physical growth, and civic responsibility. We are also committed to cultivating your child's mental, physical, emotional, and social development through the fourteen years from Pre-Kindergarten to Grade 12. Our Lower School teachers are responsible for helping each child reach their highest potential in all areas.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

##### Instructional:

- Demonstrates a desire to integrate technology into the classroom in meaningful ways
- Employs a variety of teaching methods to engage different learning styles and ability levels in the classroom
- Prepares motivating and stimulating lessons (reading, language arts, social studies, math, science, and social emotional learning) that reflect knowledge of the curriculum, child development, and student abilities
- Encourages an inclusive classroom that accepts the different perspectives and backgrounds of the students and elicits a greater understanding of the world around them with a global perspective
- Utilizes a variety of assessments and uses data in the classroom to develop lessons and instructional activities regularly
- Updates curriculum and materials regularly

##### Teaching and Learning Environment:

- Creates an engaging learning environment that is motivating and age-appropriate, providing a balance of clear structure and room for creative investigations
- Seeks to know students' strengths and weaknesses actively and responds promptly and with care to parent concerns
- Communicates effectively with parents, colleagues, and administrators
- Maintains an accurate and organized system for monitoring student progress
- Meets reporting deadlines and requirements and follows school-wide procedures for reporting student progress
- Maintains substitute plans and engages substitutes in advance when needed and when possible
- Demonstrates effective classroom management skills
- Creates a loving and nurturing environment appropriate and vital to the young developmental age of the Kindergarten child

##### Professional Development:

- Demonstrates a willingness and eagerness to learn, grow, and improve as a teacher
- Continues to update knowledge of the areas and level taught
- Engages in goal setting and review process with the divisional head of school
- Attends and participates appropriately in full, divisional, and department/team faculty meetings

##### School and Community:

- Maintains a positive attitude and approach
- Supports colleagues
- Represents the school in the larger community in a positive manner

- Assists with projects and school-wide initiatives
- Other work-related duties as assigned by the Head of School

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty in an exemplary fashion

Education and Experience:

- Minimum of a bachelor's degree in Early Childhood and Elementary Education
- Understanding of learning styles and differentiated instruction
- Understanding of the tenets of educating the whole child and inquiry-based education
- Capacity to strive for unity, harmony, and cooperation through respect, tact, helpfulness and recognition of individual differences
- Ability to work well with a teaching partner and team
- Passion for the mission and the vision of Clarksville Academy
- Excellent communication and interpersonal skills
- Teaching experience is preferred
- Healthy sense of humor

Federal law prohibits discrimination in employment based on age, race, creed, religion, sex, or national origin. Clarksville Academy is an equal opportunity employer.