



Early Childhood Assistant

Trinity School of Texas is a preK-12 college preparatory program that successfully prepares students for college and beyond in a joyful, spiritual environment. Graduates of Trinity School of Texas will attain academic excellence, embrace diversity, demonstrate intellectual curiosity, appreciate the arts, value physical well-being, serve their community and exemplify Christian living.

The Early Childhood Assistant supports the lead teachers in the Early Childhood classrooms as needed. This position reports to the Early Childhood and Lower School Head and is a 9-month, hourly, part-time position.

Responsibilities:

The Assistant will support and assist the Early Childhood Classroom Teacher, more specific responsibilities include, but not limited to:

- Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work.
- Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher.
- Observe student behavior and learning, communicating observations regularly with the teacher.
- Assist the teacher with clerical work, record keeping, and preparation of instructional materials, set up of centers, preparation of displays and bulletin boards, and other non instructional tasks as assigned.
- Assist the teacher and students with cleanup from activities.
- Assist students with movement among activities.
- Assist students with the use of specialized equipment.
- Assist the teacher with supervision of students.
- Accompany and assist the teacher in supervision on approved instructional field trips.
- Maintain the orderly arrangement of materials and equipment within the classroom.
- Assist children with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school.
- Help young children with clothing, grooming, health habits, and bathroom activities.
- Assist the teacher in handling interruptions and emergencies.
- Participate in appropriate in-service and workshop programs and attend required meetings.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Protect confidentiality of records and information gained as part of exercising professional responsibilities.
- Communicate to the teacher any unusual situations or needs of students. Notify

immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.

Qualifications:

- High School Diploma or equivalent
- Experience working with young children