

**ST. JAMES**  
EPISCOPAL DAY SCHOOL



*St. James Episcopal Day School, a ministry of St. James Episcopal Church, is committed to developing each child's unique gifts by providing a strong foundation combining academic excellence and spiritual formation within a warm, loving, Christian community.*

## **Early Childhood Classroom Assistant**

St. James Episcopal Day School, founded in 1948, is a private, Christian elementary and preschool located in historic downtown Baton Rouge, serving nearly 300 children ages 18 months through fifth grade. St. James Episcopal Day School is accredited by the Southwestern Association of Episcopal Schools. We seek to hire a full-time early childhood classroom assistant for the 2022 - 2023 school year.

## **Qualifications and Skills**

The ideal candidate should:

- Have a high school diploma; early childhood education certification is preferred
- Have experience in a daycare or school setting
- Understand developmental milestones of young children
- Work well with children and employ effective classroom management skills
- Possess organizational skills
- Communicate effectively verbally and in writing
- Demonstrate the character qualities of professionalism, positivity, enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- If not an Episcopalian, the candidate must be willing to support the tenets of the Episcopal faith.
- Develop and maintain rapport with students, parents, and staff
- Exhibit a positive attitude and be solution-focused
- Complete diocesan required background check and Safeguarding God's People training

## Early Childhood Classroom Assistant Job Responsibilities

- Support the mission of the school
- Assist with classroom management by reinforcing classroom and school rules
- Supervise classroom experiences and hands-on learning that promote and support intentional play
- Follow communication protocols
- Employ cleaning techniques in accordance with licensing requirements (if applicable)
- Prepare and clean up after snacks
- Assist with lunch and supervise outdoor play
- Supervise toileting and hygiene, depending on age
- Support the work of the lead teacher
- Have a keen understanding of the characteristics of early learners
- Know students well and provide a personalized experience, communicate students' academic and social/emotional progress to families
- Prioritize social/emotional learning and guide students through their development
- Work collectively and collaboratively with the lead teacher, teaching team, assistants, colleagues, and administration
- Participate in training and professional growth activities
- Perform other duties as assigned, including things such as supervisory duty, and attending staff meetings

The position is a full time, ten-month position beginning on August 1, 2022. The early childhood classroom assistant works closely with the lead teacher and reports directly to the Head of School.

Interested applicants should submit a **letter of intent and resume** to Bridget Henderson at [BHenderson@StJamesEDS.org](mailto:BHenderson@StJamesEDS.org).

*St. James Episcopal Day School provides equal employment opportunities to employees and applicants without regard to race, color, religion, sex, gender, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*