



## Teaching Assistant/In-House Substitute

### Job Summary

Preston Hollow Presbyterian School is seeking a full-time teaching assistant/In-House Substitute for the 2024-2025 school year. Successful candidates will have experience in teaching at the elementary school level. The teaching assistant/In-House Substitute could assist in grade levels K-6<sup>th</sup> grade dependent on need. This candidate will have the dual responsibility of serving as a teaching assistant, while also being called upon to serve as the school's full-time In-House Substitute.

### Duties and Responsibilities

*The job description below is not designed to cover all activities, duties or responsibilities that are required for this position*

- Assist the teacher in preparing classroom materials and resources.
- Help in setting up and organizing classroom displays and bulletin boards.
- Provide additional support during group activities and projects when requested by the teacher.
- Aid with filing assignments, quizzes, and tests.
- Monitor students during breaks, recess, and lunchtime.
- Help maintain a clean and organized classroom environment.
- Assist with carpool duties.
- Fill in as a substitute teacher when necessary (potentially two or three days a week)

### Qualifications

#### Knowledge, Skills and Abilities

- Proficiency with common computer programs used in elementary schools, such as Google Classroom, Google Documents, Google Slides
- Ability to interact with students and faculty in a positive manner
- Flexible and able to adapt to new situations on a daily basis
- Ability to communicate effectively in both oral and written forms
- Strong organizational skills
- Strong interpersonal skills to include the ability to work effectively with students, parents, and fellow staff members
- Positive, professional, collaborative work style

#### Education and Experience

- Bachelor's Degree, with classroom teaching experience
- 1-3 years' experience working with students in early childhood or elementary setting

### Additional Duties and Responsibilities

*Additional duties of this position may include some or all of the following tasks. Other duties may be assigned.*

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|--|-----------------------------------|
| •Attend Staff Development Meetings as required | •Attend Chapel                    |
| •Assist with student monitoring duty rotation  | • Support school events as needed |

*It is the policy of Preston Hollow Presbyterian School to make employment decisions on the basis of qualifications for a specific job without regard to race, color, religion, sex, sexual orientation, marital status, national or ethnic origin, age, veteran status, or the presence of a disability, except where such is a bona fide occupational qualification. Resumes are not considered an application for employment and are active for 90 days after receipt.*