Kindergarten Teaching Assistant – Partial Day

Position Summary

The Kindergarten Teaching Assistant is a **partial-day position** designed to provide instructional, supervisory, and student-care support across the kindergarten grade level. The Teaching Assistant will divide scheduled time between **two kindergarten classrooms** and will also provide support to **specials teachers while they are working with kindergarten students**.

The Teaching Assistant works collaboratively with classroom teachers, specials teachers, administrators, and other school staff to provide a safe, nurturing, organized, and engaging learning environment. This position requires flexibility, as assignments may shift based on student, classroom, and school needs.

Essential Duties and Responsibilities

Instructional Support

- Discuss assigned duties with classroom teachers and specials teachers to coordinate instructional efforts and student support.
- Assist teachers with daily instruction, small-group activities, learning centers, interventions, and classroom routines.
- Provide individual and small-group academic support to reinforce concepts and skills taught by the classroom teacher.
- Present or reinforce instructional content under the direction and guidance of the classroom teacher.
- Provide additional assistance to students who require academic, behavioral, social-emotional, or organizational support.
- Assist with student assessments, progress monitoring, data collection, scoring, and recordkeeping as directed by the teacher.
- Observe student performance and communicate relevant information to classroom teachers.
- Assist students with the appropriate use of classroom technology, equipment, and instructional materials.

Classroom & Teacher Support

- Prepare, organize, distribute, and collect instructional materials, assignments, assessments, books, supplies, and equipment.
- Prepare bulletin boards, displays, demonstrations, and other classroom materials.
- Organize, label, laminate, copy, file, and prepare instructional materials as needed.
- Assist with maintaining an organized classroom environment and appropriately displaying student work.
- Requisition, organize, and stock classroom materials and supplies as directed.
- Assist with attendance and other classroom records when assigned.
- Perform reasonable clerical and organizational duties that support classroom instruction.

Student Supervision & Support

- Supervise students in classrooms, hallways, cafeterias, playgrounds, gymnasiums, specials classes, field trips, and other school settings as assigned.

- Assist with **car line and other arrival or dismissal responsibilities** as assigned during scheduled work hours.
- Support specials teachers during kindergarten classes, including assisting with student supervision, transitions, participation, behavior, and individual student needs.
- Reinforce classroom and school expectations and consistently support school policies and procedures.
- Instruct and monitor students in the appropriate use and care of equipment and materials to promote safety and prevent damage.
- Organize and supervise games, recreational activities, and other developmentally appropriate activities as assigned.
- Help kindergarten students develop independence with classroom routines, organization, self-help skills, social interactions, and school expectations.

Toileting & Personal Care

- Provide **toileting assistance as needed**, including helping students with clothing, hygiene, toileting accidents, changing soiled clothing, and other age-appropriate personal-care needs while maintaining student dignity and privacy and following school procedures.
- Support students with individualized toileting or personal-care needs as outlined in an IEP, 504 Plan, health plan, or other school-approved plan, with appropriate training provided when necessary.
- Assist with cleaning and sanitizing areas or materials following toileting accidents or other student-care needs in accordance with school procedures.
- Maintain appropriate professional boundaries and protect student privacy and confidentiality when providing personal-care assistance.

Professional Responsibilities

- Maintain confidentiality regarding students, families, staff, and school information.
- Communicate professionally and collaboratively with classroom teachers, specials teachers, administrators, staff members, students, and families.
- Demonstrate flexibility in daily assignments, recognizing that support may shift between the two kindergarten classrooms, specials classes, or other kindergarten needs.
- Attend required staff meetings, professional development, training, and committee meetings as applicable to the position.
- Follow all school policies, procedures, safety expectations, and administrative directives.
- Perform other duties as assigned by the Principal or Executive Director.

Physical and Personal-Care Requirements

The employee must be able to actively supervise young children and provide hands-on assistance when necessary. Duties may require frequent standing, walking, bending, kneeling, squatting, reaching, lifting or carrying classroom materials, and sitting on the floor.

The employee must be **willing and able to assist kindergarten students with toileting**, including toileting accidents, changing clothing, hygiene, and other developmentally appropriate personal-care needs, while protecting each student's privacy and dignity.

Qualifications

- High school diploma or equivalent required; associate's degree, relevant coursework, or experience working with young children preferred.

- Experience working with elementary-aged children, particularly kindergarten or early childhood students, preferred.
- Ability to work effectively with individual students, small groups, and whole-class settings.
- Ability to follow teacher and administrative direction while demonstrating initiative and good judgment.
- Ability to maintain student confidentiality and professional boundaries.
- Patience, dependability, flexibility, organization, and strong communication skills.
- Ability to work collaboratively with multiple teachers and transition effectively between different classrooms and instructional settings.

Because this position serves **two kindergarten classrooms and supports kindergarten students during specials**, flexibility and the ability to respond to changing student and instructional needs are essential.