



Lower School Instructional Assistant

Grades PreK3, PreK4, Kindergarten

St. Andrew's is an independent, college preparatory school located in Savannah, GA. Serving grades PreK3 – Grade 12, the school operates in a divisional model. The Lower School at St. Andrew's serves students in grades PreK3 – Grade 4. Routed in a student centered model, St. Andrew's teachers are dedicated to a 21st Century pedagogy and are comfortable integrating a purposeful level of technology and project based learning in their classrooms to support instruction. Striving to create an engaging and meaningful learning environment, the Lower School at St. Andrew's is committed to small class sizes, applied learning, and an individualized approach to instruction.

Essential Duties and Responsibilities

- Assist Lead Teachers with organizing and preparing materials for instruction.
- Provide support to Lead Teachers by serving as a “guide” to students during work time, giving thoughtful support without providing answers or solutions. Coordinate the supervision of an instructional center in support of the Lead Teacher's instructional goals.
- Supervise students during recess, to and from enrichment classes, and lunch.
- Use daily planning block to provide organizational support to Lead Teachers or individualized remediation or enrichment to selected students.
- Be familiar with all emergency procedures and expectations.
- Assume the role of the Lead Teacher when Lead Teacher is absent.
- Maintain positive relationships with colleagues and parents; treat all information related to students and faculty as strictly confidential.
- Attend all staff meetings and teacher work days, participation and attendance during pre-planning and post-planning weeks is also expected.
- Attending and supporting after hour school-related events is encouraged and expected at times.

Desired Qualities

- **Adaptability** - Illustrates flexibility in the shifting priorities required to meet the needs of a student-centered classroom.
- **Communication and Customer Service Skills** – Understands the unique balance of an Independent School community and the variety of stakeholders. Communicates clearly and compellingly with the diverse balance of daily interactions in both oral and written forms. Anticipates and responds to stakeholder needs in a high-quality and courteous manner.
- **Innovative Problem Solving** – Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving. Takes initiative to explore situations and find potential innovative solutions.
- **Dependability** – Consistently delivers instruction with high quality reflective of the values and pedagogy of a St. Andrew's School education. Meets the needs of students and parents with a combination of organization, detailed planning, and regular communication.
- **Use of Data and Technology** – Exhibits a familiarity and comfort with the use of school-related data and classroom technology and regularly integrates both to the benefit of classroom instruction.

Qualifications

- High School diploma and coursework in Early Childhood Education (Bachelor or Associates Degree preferred).
- Must be first aid / CPR certified and obtain a clear background check prior to employment start date.
- A preference for candidates with knowledge of, and/or experience working in, an independent school environment.
- A willingness to collaboratively teach in a team model supporting up to two Lead Teachers.
- Demonstrated involvement in professional development and school community engagement beyond the daily classroom assignment.

Interested candidates should contact Anne Weisel, Head of Lower School, at: weisela@saslions.com and include a cover letter, resume, and a minimum of three references.