



*Trinity Episcopal Day School, established in 1948 as a ministry of Trinity Episcopal Church, provides a foundation for academic excellence in a Christian environment for Pre-K 3 through 5th-grade learners. Trinity is accredited by the Southwestern Association of Episcopal Schools.*

## **Pre-Kindergarten Teaching Assistant Description**

Trinity Episcopal Day School seeks a full-time Pre-Kindergarten Teaching Assistant for the 2026-2027 academic year (August start date) who embraces the whole-child educational philosophy. Trinity early childhood and elementary teachers benefit from small class sizes that focus on meaningful curriculum and well rounded enrichments in a Christian environment. Teaching positions are ten-month, full-time positions with an annual renewal.

## **General Duties**

- Support the classroom lead teacher by reinforcing classroom and school rules that promote creativity, intentional play and social-emotional development through hands-on learning.
- Help develop a classroom environment where purposeful play and outdoor exploration are nurtured.
- Help prepare instructional materials, learning centers, and classroom displays.
- Support transitions throughout the school day (arrival, dismissal, specials, etc.).
- Maintain a clean, safe, and organized classroom environment.
- Model positive behavior, language, and social interactions for students.
- Provide individualized or small-group support under the direction of the lead teacher.
- Assist in integrating social-emotional learning strategies into daily routines.
- Work collaboratively with PreKindergarten teachers to plan and implement lessons and create a cohesive learning experience for all students in the same grade level.
- Participate in professional development opportunities and school meetings
- Assist with outdoor play supervision, lunch & snack time set-up and student toileting and hygiene needs.
- Perform other duties as assigned, including things such as supervisory duty and attending staff meetings

## **Qualifications and Skills**

- Prior experience in early childhood education or elementary education preferred.
- Basic understanding of child development and early learning standards - understand the importance of nurturing social-emotional development in young children.



- Strong organizational and communication skills.
- Ability to create a positive and inclusive environment.
- CPR/First Aid certification (or willingness to obtain).
- Excellent classroom management skills that promote a positive classroom environment. Familiarity with Responsive Classroom is a plus.
- Warm, nurturing, and patient demeanor with a genuine love for young children
- Commitment to diversity, equity, inclusion, and belonging
- Strong sense of ethics and professionalism
- An ability to communicate clearly and with appropriate empathy to students, parents, and colleagues.
- Ability to follow lesson plans and adapt support based on student needs.
- Familiarity with Episcopal education or willingness to support the school's spiritual life
- Complete diocesan required background check and Safeguarding God's People training

### **Submission Information**

Digital applications are preferred. Please include cover letter, resume, and names and contact information for 2 references. Application materials can also be sent to Dana Flynn (dflynn@trinityschoolbr.org).

Trinity Episcopal School is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability, genetic information, political affiliation or military service.