

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Pre-Kindergarten Teaching Assistant – Main or Harbour View Campus
DEPARTMENT: Pre-Kindergarten – Main or Harbour View Campus
REPORTS TO: Head of Lower School – Main or Harbour View Campus
FLSA: Full-time, Non-exempt
TERM: 10 Months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 170 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

The Pre-K Program at Nansemond-Suffolk Academy serves 4-year old, 3-year old and 2-year old students and is licensed by the Virginia Department of Education. We are currently seeking teaching assistant candidates in our Pre-Kindergarten Program who possess extensive Early Childhood teaching assistant experience and knowledge, preferably in an independent school environment.

Essential Functions:

- Provide assistance to the teacher and students instructionally, clerically and in a supervisory capacity under the direction of the assigned teacher, both in the classroom and outside of the classroom.
- Assist instructionally with both large and small groups in any manner requested by the teacher.
- Supervise students at lunch and nap times; organize and supervise playground activities.
- Supervise the arrival and departure of students.
- Attend staff meetings and participate in at least 16 hours of professional development activities.
- Use technology to support students and teacher in classroom activities.
- Perform necessary copying, filing, and organizing.
- May be required to sponsor afterschool clubs and/or assist with morning and/or extended care programs.
- Responsible for diapering duties, as needed.
- Perform additional duties as assigned by teacher or Head of Lower School – Main or Harbour View Campus.

Required Education/Background:

- College coursework in early childhood or elementary education, especially in the areas of child development and psychology, from a 2-year or 4-year institution is preferred.
- Knowledge of the developmental needs of young children.
- Effective in integrating technology into the classroom to enhance learning.
- Familiarity with Virginia Department of Education licensing requirements is helpful but not required.
- Certification in First Aid, CPR and Medicine Administration is preferred. Training will be provided, as needed.
- Previous successful experience working with very young children.

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Required Skills:

- Understands the mission of the school and the need to focus on the education of the whole child.
- Takes initiative and is self-motivated and creative.
- Values parents as a vital resource in educating a child.
- Represents the school positively in the community.
- Is flexible, patient, kind and compassionate.
- Understands the critical nature of building positive working relationships with students, parents and community.
- Works collaboratively, not only with teachers and teaching assistants in Pre-Kindergarten, but also school-wide.
- Working familiarity with technology.
- Excellent organizational skills and communication skills, both verbal and written.

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Angie Thompson, director of finance and accounting, at athompson@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.