

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Lower School Teaching Assistant/Extended Day Group Leader – Main Campus
DEPARTMENT: Lower School
REPORTS TO: Head of Lower School/Director of Extended Day – Main 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:

We are currently seeking a Teaching Assistant/Extended Day Group Leader in the Lower School who possesses extensive teaching assistant experience and knowledge, preferably in an independent school environment at the elementary education level. The hours for this position would be 10:00 a.m. to 6:00 p.m. Monday – Friday.

Teaching Assistant 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, carpool and bus arrival/departure.
- Organize and supervise playground activities.
- 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.
- Attend professional learning opportunities, when requested.
- May be required to assist students who become ill during the school day until a parent or guardian can pick-up the child.
- Perform additional duties as assigned by teacher or Head of Lower School – Main campus.

Extended Day Group Leader Essential Functions:

- Supervise activities of assigned group from school dismissal time until children are picked up at the end of the day.
- Monitor completion of homework, providing assistance as necessary.

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- Supervise outdoor playtime daily.
- Plan and supervise indoor activities as needed.
- Foster positive personal relationships among children in groups.
- Maintain current certification in CPR/First Aid/ AED; MAT certification is preferred as well.
- Perform additional duties as assigned by Director of Extended Day or Head of Lower School – Main campus.

Required Education/Background:

- College coursework in 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.
- Certification in First Aid, CPR and Medicine Administration is preferred. Training will be provided, as needed.
- Previous successful experience working with children.

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, teaching assistants and extended day staff in Lower School, but other faculty and staff school-wide.
- Working familiarity with technology.
- Excellent organizational skills and communication skills, both verbal and written.

Qualified candidates are invited to submit a cover letter, current resume, a personal philosophy of teaching children and completed NSA Employment Application (application form is posted online) to Amy Morrell, Executive Administrator, Office of the Head of School, amorrell@nsacademy.org.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion

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and empowered to make a difference in the world.