

The Mission of St. Paul's Episcopal School (SPES) is to grow children spiritually, intellectually, socially, and physically by equipping them with the Gospel, a love of learning, a creative mind, a strong body, and a giving spirit.

SPES is committed to providing a loving environment in which young children can develop their God-given gifts. SPES builds life-long learners by exemplifying academic excellence in the Episcopal school tradition, while building good stewards of faith. Each child's spiritual, intellectual, social, emotional, and physical growth is nurtured through activities and behaviors that meet the highest standards of early childhood education and Christian formation.

RESPONSIBILITIES:

A SPES Assistant Teacher is a passionate educator with experience in early child development. SPES Assistant Teachers will:

CLASSROOM

- Promote the best interests of each child within the context of the SPES Mission Statement
- Support the Lead Teacher in all areas of the classroom providing differentiated instruction as needed
- Demonstrate dedication to growing the Christian faith of SPES students
- Maintain a neat, clean, comfortable and positive child-oriented classroom atmosphere
- Ensure the health and safety of children through visual supervision at all times and appropriately respond to illnesses and injuries as well as unexpected circumstances
- Follow the guidelines detailed in the Emergency Management Plan and takes responsibility for children's safety in an emergency situation or drill

PROFESSIONAL

- Demonstrate professionalism through punctuality, collaboration, organization, participation in meetings and staff development opportunities, and maintain a respectful attitude in professional relationships
- Communicate student progress to Lead Teacher and parents on a consistent basis
- Coordinate with each child's classroom teacher regarding student assessments as requested
- Communicate effectively with children, parents, and colleagues in a professional and positive manner, maintaining confidentiality as appropriate
- Participate in SPES Meet the Teacher and other school events as necessary
- Complete required training each year (CPR, first aid, in-service, etc.)
- Adhere to all SPES policies outlined in the SPES Staff Handbook, DFPS Minimum Standards for Employees and Caregivers, and the tenets of the Episcopal Diocese of Dallas Safeguarding God's Children program

EDUCATION AND CERTIFICATIONS:

- Completed high school

- Completed 24 hours of pre-service training unless applicant can provide documentation of 2 years prior experience in a licensed early childhood child-care facility/ elementary school or 24 service hours at another licensed child-care facility