



RIVERSIDE

Presbyterian Day School

RIVERSIDE PRESBYTERIAN DAY SCHOOL

PreK 4 Assistant Teacher

Riverside Presbyterian Day School, an independent co-educational elementary (PreK 3 – 6th Grade) day school located in Jacksonville, FL seeks a part-time PreK 4 Assistant Teacher for the 2022-2023 school year.

The ideal candidate will possess a thorough knowledge of his/her teaching assignment and will have demonstrated success in teaching pre-primary and/or elementary aged students. The candidate should also possess the skills necessary to inspire learning and enhance the overall educational experience by fostering students' academic, ethical, social, and emotional development in accordance with the Riverside Presbyterian Day School mission and philosophy.

Teachers at Riverside Presbyterian Day School participate fully in the life of the school. RPDS faculty and staff are committed to providing an engaging academic program in a loving environment. Throughout the year, teachers are provided opportunities to participate in both school-based and off-site professional development.

General Responsibilities:

- Assist in the delivery of the daily program and curriculum under the supportive and encouraging guidance of the homeroom teacher based on the principles of child development and in accordance with the Riverside Presbyterian Day School curriculum, mission, and philosophy
- Work in harmony with the homeroom teacher and members of the RPDS community in a way that respects the established norms and core values of the school
- Collaborate and communicate with colleagues and Assistant Head of School with regard to students, curriculum, parents, and school events

- Address general parent concerns or requests in a prompt and professional manner that reflects the core values and mission of the school community; relay parent concerns or requests to homeroom teacher
- Participate in parent meetings and conferences with the goal of advancing student development, as scheduling permits
- Provide close supervision and support of homeroom students throughout the day
- Participate in the assessment and recording of data to track student progress as directed by the homeroom teacher
- Stay current with and implement instructional methods that reflect best practices in the fields of Early Childhood Education and Child Development by participating in professional development opportunities each year
- Attend and participate in grade-level meetings and at least one of the following after-school meetings: Faculty, Divisional, or Vertical Team Meetings.
- Set and work toward at least one professional goal annually, as determined collaboratively with the Assistant Head of School
- Support students in Resource classes as needed
- Assist with dismissal routines, supervising students and interfacing with the community in a positive and professional way that reflects the core values and mission of the school
- Serve as lead teacher when homeroom teacher is not present

General Qualifications:

- Bachelor's Degree required
- Knowledge of child development
- Previous experience working with young children
- Empathetic, supportive, good sense of humor, and a positive disposition.

- Knowledge of and proficiency with relevant technology
- Strong organizational skills
- Strong oral and written communication skills
- High degree of integrity, discretion, and trustworthiness
- Ability to work with people productively and collaboratively
- A commitment to global and cultural competency, and a diverse, equitable, and inclusive community;
- Demonstrated ability to think resourcefully and creatively
- Professional demeanor and presentation

Individuals interested in applying for this position should send a resume, cover letter, and references (via email preferably or by regular mail) to:

Sarabeth Soule
Executive Assistant to the Head of School
Riverside Presbyterian Day School
830 Oak Street
Jacksonville, FL 32204
ssoule@rpds.com