



Position: Junior Pre-Kindergarten Teacher's Aide

Status: Full-time, Non-Exempt

Hours: Approximately 7:40 am–3:30 pm, with occasional after-school meetings and events

Evansville Day School (Day School), in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through Grade 12 to strive for excellence in mind, body, and human spirit. EDS was founded in 1946 and remains the only independent school in the Southwest Indiana (tri-state) region. The school enrolls approximately 300 students and boasts a 40- acre wooded campus, an impressively diverse student body, and 100% four-year college placement.

As with all positions at Day School, faculty hold much more than a job. Educators enjoy being part of an intellectual, vibrant, and supportive learning community, with myriad ways to engage students, families, and colleagues. The entire community is deeply involved in the life of Day School.

Job Description:

The Junior Pre-Kindergarten Teacher's Aide works closely with the Lead Teacher to support the implementation of a joyful, developmentally appropriate, play-based curriculum for the school's youngest students. The aide provides hands-on support in the classroom, helps facilitate routines and transitions, and actively contributes to creating a safe, nurturing, and inclusive learning environment.

A successful candidate demonstrates flexibility, patience, attentiveness, and enthusiasm for working with young children. The role includes assisting with classroom preparation and cleanup, managing materials, supervising students, and helping to build positive connections with families through daily communication and engagement.

This is a full-day position that requires a strong commitment to teamwork, professionalism, and the mission of the school.

Responsibilities:

- Support the Lead Teacher in a classroom of approximately 18 Junior Pre-Kindergarten students.
- Assist with classroom management, preparation of materials, and facilitation of daily routines and activities.

- Collaborate and communicate effectively with the Lead Teacher and other Preschool team members.
- Help create a safe, nurturing, and inclusive classroom environment that supports social-emotional growth.
- Encourage student engagement through developmentally appropriate activities and interactions aligned with Day School's *Portrait of a Graduate* traits.
- Supervise students during transitions, recess, snacks, and other non-academic parts of the day.
- Support student learning through small group work, one-on-one interaction, and active participation in classroom instruction.
- Maintain confidentiality regarding students, families, and staff.
- Participate in professional development opportunities and staff meetings as appropriate.
- Assist in keeping the classroom clean, organized, and well-stocked.
- Other duties as assigned by the Lead Teacher or Head of Primary School.

Qualifications:

- Associate's or Bachelor's degree preferred, ideally in early childhood education or a related field.
- Experience working with young children in a school or childcare setting.
- Warm, flexible, and enthusiastic team player.
- Strong communication and organizational skills.
- Ability to follow directions, take initiative, and work collaboratively.
- Passion for early childhood education and alignment with EDS's mission and values.
- Willingness to grow professionally and adapt to the needs of the classroom and school community.

Background Check:

All employees and volunteers must agree to a comprehensive background check.

Application: To apply, send a cover letter, resume, and three professional references to Leah Miller, Executive Assistant, at lmiller@evansvilledayschool.org. Please include "JPK Aide" in the subject line.