



**Pre-K 3 Teacher Assistant
Beaches Campus
Episcopal School of Jacksonville**

Position Overview:

Episcopal School of Jacksonville, Beaches Campus, is seeking a full-time Teacher Assistant for the Pre-K 3 program, beginning in August 2026. The Teacher Assistant will assist the Classroom Teacher with the implementation of the daily curriculum, lead small groups and learning centers, and assist with classroom management. The Teacher Assistant will also help to maintain a safe, orderly classroom environment and develop collaborative relationships with faculty and staff members.

Qualifications:

- A high school diploma is required
- Experience with young children is preferred

Knowledge, Skills and Abilities:

- Classroom management with a focus on student-centered learning
- Excellent organizational skills
- Work cooperatively with students, faculty, and parents
- Passion for enthusiasm for working with early childhood students in a mission-centered learning environment
- Commitment to and engagement in collaborative work to achieve school-wide goals
- Maintain a growth mindset by seeking and taking advantage of opportunities for continued learning and professional growth at Episcopal
- Ability to stand, walk, and move around the classroom or school campus for extended periods
- Ability to lift and carry up to 20 pounds, such as books, classroom materials, or equipment
- Ability to bend, stoop, kneel, and crouch as needed for classroom activities or assisting students
- Ability to use classroom technology, including interactive boards and other multimedia tools

Episcopal is committed to a school culture that is safe and positive for all members of our community. We work intentionally to create a community of people who respect and support each other. We recognize the value of diversity, and we actively seek to welcome and include under-represented groups. Episcopal

strongly supports professional development and training opportunities for faculty and staff, ensuring that best practices and innovative, learner-centered teaching methods are continually incorporated into our pedagogy. The academic environment is achievement-oriented with a standard of excellence. The school's faculty display outstanding academic backgrounds, exceptional character, and dedication to our students across three academic campuses, spanning from an Early Learning Program (age one) through Grade 12. Episcopal does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, or disability in its hiring and employment practices. The above information is not a completely comprehensive inventory of all duties, responsibilities, or qualifications required of employees assigned to this position.

Interested candidates are requested to submit a cover letter and current resume, alongside a completed application through the Careers at Episcopal page on our school website. Applications will be considered on a rolling basis until the position has been filled and the search closed.