Summary:

St. James a Lutheran Elementary School (grades PreK - 8th grade) located in the Lincoln Park neighborhood of Chicago, seeking a part-time teaching assistant for a Preschool classroom for this current school year. Applicant must be physically and emotionally healthy, poised, punctual and enthusiastic. They must communicate effectively and work well with others. In addition, they should demonstrate a love for teaching young children and serving families in a Christian school, as well as an ability to articulate the mission, vision and spiritual beliefs of St. James.

Primary Responsibilities:

- Maintain regular and open communication with classroom teacher to discuss lesson plans, children’s progress and discipline.
- Work with students individually, in small and large groups following lesson plans of the lead teacher.
- Handle minor discipline problems through Positive Discipline. All major discipline is to be handled directly by the classroom teacher.
- Assist in preparations including copying, distributing materials, setting up activities and preparing documentation.
- Cleanliness is of utmost importance in our Early Childhood. As such, assistants will be responsible for adhering to the Early Childhood Cleaning Schedule.

Requirements:

- High School Diploma
- Experience working with young children
- Certified or willing to become certified in CPR/First Aid
- Willing to obtain a TB Test
- Monday through Friday from 8:15am to 12:15pm

Applicants should email a letter of introduction and a current resume to:

Lynda Adams  
Director of Early Childhood Education  
ladams@stjames-lutheran.org