

# Diocese of Nashville

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## Pre-K and Kindergarten Aides

### Description

Saint Joseph School seeks energetic and experienced PreK and Kindergarten aides to join our staff. Our well known PreK program is expanding and are looking for committed teachers to complement our qualified workforce of educators. Part time or full-time positions available to work with our 2, 3, and 4 year old students.

### RESPONSIBILITIES

- Assist lead teachers in planning, developing, and implementing the age-appropriate curriculum.
- Provide support to lead teachers in devising and imparting lesson plans on a daily basis.
- Set up interest centers and prepare instructional material such as flashcards and cutouts.
- Supervise students within the classroom and during recreational activities.
- Provide an environment of comfort and security for young students by indulging in nurturing behavior.
- Distribute and collect workbooks and worksheets and assist students in their assignments.
- Guide independent study and handle remedial work activities.
- Assist students during lunchtime, toileting, and washing activities.
- Enforce cleanup activities after lunchtime by modeling appropriate behavior.
- Observe students for changes in behavior and report findings to the lead teacher.
- Assist the lead teacher in evaluating students and writing down assessments.
- Organize and supervise physical education programs during school time.
- Handle student record keeping, filing, and photocopying activities.
- Provide input on the overall progress of a student during parent-teacher meetings.
- Supervise and impart instruction to students in the absence of the class teacher.
- Provide one-on-one support to young students

### REQUIREMENTS

- Must hold college degree and be 21 years of age
- Proven experience with children
- Thorough knowledge of teaching best practices and legal educational guidelines, partnered with a willingness to follow the school's policies and procedures
- Excellent communicability and interpersonal skills
- Ability to work alone but must thrive in a team-oriented environment
- Well-organized and committed
- Creative and energetic
- Strong moral values and discipline

To apply please send a cover letter stating your intent to work as a teacher at St.

### Hiring organization

St. Joseph School

### Job Location

Madison, TN

### Date posted

May 9, 2025

### Valid through

08.08.2025

To apply please send a cover letter stating your intent to work as a teacher at St. Joseph School, along with a complete and professional resume to Vice Principal Tiffany Knight at [tiffanyknight@stjosephnashville.org](mailto:tiffanyknight@stjosephnashville.org)

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