

Diocese of Nashville

<https://dioceseofnashville.com/job/prek-instructional-aide/>

PreK Instructional Aide

Description

The Pre-Kindergarten Aide provides support to the classroom teacher and assists in the daily operations of the Pre-Kindergarten classroom. This role involves working closely with the teacher to create a nurturing, safe, and engaging environment where young children can learn and grow. The aide will help with instructional tasks, classroom management, and the care of students. The lead teacher will instruct the aide on daily responsibilities.

Key Responsibilities

- **Classroom Support:** Assist the teacher in preparing materials and resources for daily lessons, activities, and projects. Set up and organize classroom spaces to support the curriculum and ensure a positive learning environment.
- **Student Assistance:** Provide individual and small-group support to students, helping them with classwork, activities, and routines. Foster a welcoming and inclusive environment that encourages student participation and engagement.
- **Classroom Management:** Help maintain order in the classroom by supporting the teacher with behavior management strategies. Monitor students during transitions, recess, and other non-instructional times to ensure their safety and well-being.
- **Supervision:** Assist in supervising students during lunch, recess, nap and other school activities. Ensure that students follow school rules and remain safe during these times.
- **Communication:** Communicate effectively with the classroom teacher, students, and other staff members. Provide feedback to the teacher regarding student progress and any concerns that arise.
- **Record Keeping:** Assist the teacher in tracking student attendance, behavior, and progress. Help organize and maintain classroom materials, student work, and other records as needed.
- **Health and Safety:** Support the physical well-being of students by attending to their basic needs, such as helping with bathroom routines and ensuring proper hygiene practices. Administer first aid when necessary and follow all school health and safety protocols.
- **Collaboration:** Work as part of the PreK/Kindergarten team, collaborating with other aides, teachers, and staff to create a cohesive and effective educational experience for students.

Expectations:

- Follow all guidelines in the St. Edward Employee Handbook.
- Be on time for work every day. If you are running late, please text your co teacher and administration team.
- Avoid use of cell phone and other technology unless directly related to classroom activities.
- Clean tables after free choice, snack, and group activities.
- Attend all staff meetings.
- Assist with Friday Folders.
- Assist in dismissal with lead teacher.

Hiring organization

St. Edward School

Job Location

Nashville, TN

Date posted

December 11, 2025

Valid through

13.03.2026

Please submit a cover letter and resume to Susan Blankenship, principal:

sblankenship@stedward.org

Qualifications:

- High school diploma or equivalent required; some college coursework in education or a related field preferred.
- Experience working with young children, preferably in a classroom setting.
- Strong communication and interpersonal skills.
- Patience, empathy, and a passion for working with children.
- Ability to follow directions and work collaboratively as part of a team.
- Basic knowledge of child development and early childhood education principles.

To Apply

Please submit a cover letter and resume to Susan Blankenship, principal:
sblankenship@stedward.org