

# Diocese of Nashville

<https://dioceseofnashville.com/job/pre-k-educational-assistant/>

## Pre-K Educational Assistant

### Description

The role of the Pre-K assistant teacher is to help nurture a Catholic, loving and safe environment in the classroom and assist in academic and social activities, ensuring compliance with program requirements and fostering individual growth.

### Essential Functions

- Helps implement lesson plans according to weekly/monthly themes, curriculum and diocesan guidelines.
- Helps prepare lessons by making copies, gathering materials prior to the lesson's teaching.
- Helps to create a vibrant, happy, safe classroom in which students can excel.
- Assists in facilitating preschool student's learning for the purpose of improving the student's academic success and transition to elementary school.
- Collaborates with Pre-K Director and other teachers/assistants for the purpose of improving the overall quality of student outcomes.
- Ensures the Catholic faith is at the forefront of all teachings.
- Assists in meeting the needs of every student in the class.
- Demonstrates model behavior (manners, tidiness, timeliness, listening skills, problem solving etc.)
- Monitors students in all environments (classroom, playground, enrichment classes, rest time, lunch time, etc.)
- Helps to supervise age appropriate indoor and outdoor activities for the purpose of ensuring student participation.
- Attends required development/training courses as laid out by the Department of Education.
- Lead teachers and educational assistants are required to complete 30 hours of professional development annually.
- Utilizes written materials for the purpose of documenting student progress and safety.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

### Job Requirements

- Ability to lift up to 30lbs.
- Physical demands such as carrying, pushing/pulling, stooping, kneeling, crouching, sitting, walking, climbing and fine finger dexterity.
- Leading, guiding and coordinating students.
- Perform multiple tasks with the ability to meet changing job conditions.
- Knowledge-based competencies required to perform the functions of following laws, regulations, and stages of child development, behavioral management strategies and other policies.
- Hours 7:15am-3:15pm daily.
- Assist in morning drop off and afternoon pick up procedures daily.
- Must be available to assist with drop off by 7:15 am and stay until all children are safely in the hands of their parent/guardian during pick up. Process is normally completed by 3:15 pm.

### Hiring organization

St. Matthew School

### Job Location

Franklin, TN

### Date posted

April 8, 2025

### Valid through

31.07.2025

Interested candidates should submit a cover letter, resume, and application at [CHURCH OF ST MATTHEW – Pre-K Assistant](#)

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