



COMMUNITY SCHOOL
of Naples

Lower School Classroom Assistant

Community School of Naples, an independent PK-12 co-educational, college preparatory school is seeking a full time Lower School Classroom Assistant to start on August 5, 2022.

Job Description and Requirements

The classroom assistant reports to the Head of Lower School and this full time position will work directly for the teacher(s) in classroom(s) between grades PK3 and 1.

The position of Classroom Assistant requires a high school diploma, with an associate's degree or higher preferred. Two years' experience working with young children in a classroom and/or day care setting is required.

The responsibilities of the Classroom Assistant will be determined by the Head of Lower School, with direct assignments and supervision coming from the Classroom Teachers.

Duties may include but are not limited to:

- Supervision of students in the classroom, on the playground, during recesses & lunch, during special events and on field trips.
- Preparation of study materials, copying, laminating, etc.
- Preparation of other materials as learning/play tools
- Cleaning of classroom and organizing of materials
- Communication of any issues or concerns regarding students to classroom teachers and/or Head/Assistant Head of Lower School

All employees are expected to perform to our standards of professionalism and maintain a high level of confidentiality pertaining to personal or professional information about students, parents, co-workers and anyone affiliated with Community School of Naples.

Compensation and Benefits

Classroom Assistants are paid on an hourly basis. This position provides paid time off to cover pay during academic recesses and holiday breaks (Thanksgiving, Christmas, etc.) Summers are off without pay. All employees are eligible to participate in CSN's 403(b) retirement program, Aflac, Legal & ID Shield and pet insurance. Full-time employees are eligible for our competitive benefits package, including medical, dental, vision, disability, AD&D, and life insurance. Please visit our website for more details about the benefits of a career at CSN. This position does not qualify for relocation expense reimbursement.

Applying

Only electronic applications will be accepted. Please do not mail, fax, email or drop off your application/resume. Please submit your application at

<https://communityschoolnaples.tedk12.com/hire/index.aspx>

- *Community School of Naples is an Equal Opportunity Employer.*
- *Fingerprinting and background checks are a required part of CSN's employment eligibility process.*