

Holy Trinity Episcopal Day School of Clemson is seeking an Assistant 2K Teacher to join its school family! The Episcopal Day School is a ministry of Holy Trinity Episcopal Parish that prepares pre-primary children of the community for their future by loving and teaching them in a Christian environment. This part time position requires someone with at least six months of verifiable experience working with young children, who is passionate about early childhood education. The Assistant Teacher position is from 8:30a.m.-12:30p.m., Monday through Friday following the Episcopal Day School calendar. The current school year will end on May 26, 2021 and the new 2021-2022 school year will begin in August 2021.

Minimum Qualifications:

- At least six months of verifiable experience caring for children.
- High school diploma or equivalent.
- Must meet all "Staff" requirements of South Carolina Child Care Licensing to be employed: (1) *Fingerprinting for FBI/SLED check (Identi-Go Live Scan Digital Fingerprinting)*; (2) *TB test, Health Assessment, & Medical Statement*; (3) *Central Registry Check*; (4) *USCIS Form I-9*
- Available and willing to attend training classes, teacher workdays and occasional school events beyond normal working hours.
- Dedication to the mission of Holy Trinity Episcopal Day School, preparing pre-primary children of the community for their future by loving and teaching them in a Christian environment.

Ideal candidates:

- Have experience working in a preschool environment.
- Are dependable, punctual, adaptable, and passionate about their work with young children.
- Are dedicated to the growth and development of the whole child.
- Are interested in their own professional development as educators.
- Have current certification in First Aid and CPR.

Responsibilities:

- Nurture every child with patience and love.
- Assist with classroom management, planning, preparation and implementation of lessons/activities.
- Directly supervise and attend to the safety, and personal care, of the children.
- Maintain order and cleanliness.
- Be actively engaged all components of the school day.
- Communicate effectively with children, parents and co-workers
- Help maintain classroom and DSS records, forms and necessary documentation for files.
- Follow all DSS and school policies and procedures.

Benefits Provided:

- Paid professional development training:
  - ♦ Fifteen (15) hours of childcare training annually
  - ♦ Episcopal Safe Church Training
  - ♦ First Aid/CPR/BBP
- Paid Personal/Sick Leave
- Paid School Holidays
- Discounted tuition for employee's children

Official School Application for Employment must be submitted. This application is available at <http://www.holytrinityclemson.org/episcopal-day-school/employment/> as a pdf document, or a paper copy can be acquired from the Day School Office of Holy Trinity Episcopal Parish, 193 Old Greenville Hwy.; Clemson, SC.