**POSITION TITLE:**  Lower School Teaching Assistant – Main Campus  
**DEPARTMENT:**  Lower School  
**REPORTS TO:**  Head of Lower School – Main Campus  
**FLSA:**  Full-time, Non-exempt  
**TERM:**  10 Months

**School Overview:**
Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. Founded in 1966, the school has a current enrollment of approximately 900 students and 185 employees located at our 100-acre main campus or our 3-acre Harbour View satellite campus, both in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Southern Association of Colleges and Schools and the Virginia Association of Independent Schools.

**Job Summary:**
We are currently seeking a teaching assistant candidate in the Lower School who possesses extensive teaching assistant experience and knowledge, preferably in an independent school environment at the elementary education level.

**Essential Functions:**
- Provide assistance to the teacher and students instructionally, clerically and in a supervisory capacity under the direction of the assigned teacher, both in the classroom and outside of the classroom.
- Assist instructionally with both large and small groups in any manner requested by the teacher.
- Supervise students at lunch, carpool and bus arrival/departure.
- Organize and supervise playground activities.
- Attend staff meetings and participate in at least 16 hours of professional development activities.
- Use technology to support students and teacher in classroom activities.
- Perform necessary copying, filing, and organizing.
- Attend professional learning opportunities, when requested.
- May be required to sponsor afterschool clubs and/or assist with morning and/or extended care programs.
- May be required to assist students who become ill during the school day until a parent or guardian can pick-up the child.
- Perform additional duties as assigned by teacher or Head of Lower School – Main campus.
Required Education/Background:
- College coursework in elementary education, especially in the areas of child development and psychology, from a 2-year or 4-year institution is preferred.
- Knowledge of the developmental needs of young children.
- Effective in integrating technology into the classroom to enhance learning.
- Certification in First Aid, CPR and Medicine Administration is preferred. Training will be provided, as needed.
- Previous successful experience working with children.

Required Skills:
- Understands the mission of the school and the need to focus on the education of the whole child.
- Takes initiative and is self-motivated and creative.
- Values parents as a vital resource in educating a child.
- Represents the school positively in the community.
- Is flexible, patient, kind and compassionate.
- Understands the critical nature of building positive working relationships with students, parents and community.
- Works collaboratively, not only with teachers and teaching assistants in Lower School, but also school-wide.
- Working familiarity with technology.
- Excellent organizational skills and communication skills, both verbal and written.

Qualified candidates are invited to submit a cover letter, current resume, a personal philosophy of teaching children and completed NSA Employment Application (application form is posted online) to Amy Morrell, Executive Administrator, Office of the Head of School, at amorrell@nsacademy.org.

*At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.*