Job Title: Kindergarten Assistant

Status: Full-time position for the remainder of the 2026-2027 school year

Hours: Monday – Friday, 7:30am-3:15pm

Prepared by / Date: Tracy Cox /September 2026

Reporting Structure: This position reports to the Lower School Principal and works closely with the Kindergarten teaching team.

Position Summary:
Palmetto Christian Academy is seeking a full-time Kindergarten Assistant to support the Kindergarten teaching team in creating an engaging, nurturing, and well-managed learning environment. The Kindergarten Assistant will work closely with teachers to provide hands-on support and individualized assistance to students throughout the school day.

The ideal candidate will enjoy working with young children, demonstrate patience and flexibility, and be willing to actively engage with students. The aide will support classroom instruction, student learning, classroom routines, transitions, lunch/recess supervision, and other needs of the Kindergarten team.

Primary Responsibilities Include:

- Work closely with Kindergarten teachers to support classroom instruction and student learning.
- Provide one-on-one or small-group support to students who need additional practice, encouragement, or challenge as assigned by the teachers.
- Circulate during lessons and activities to check for understanding and assist students as needed.
- Supervise students during independent work while teachers work with small groups.
- Support students with prompting, redirection, encouragement, and classroom routines.
- Assist with transitions, arrival, dismissal, lunch, recess, and other assigned supervision duties.
- Help prepare classroom materials, copies, folders, and other instructional resources.
- Provide clerical and organizational support to the Kindergarten team as needed.
- Assist with hallway and car duty as assigned.
- When necessary and when a substitute is unavailable, provide classroom coverage for a Kindergarten teacher.

Essential Skills and Qualifications:

- Spiritual and emotional maturity.
- Humility and a joyful, servant heart.
- Previous experience working with young children in a classroom, childcare, church, or similar setting is preferred.
- Excellent communication and interpersonal skills.
- Excellent time management and organizational skills.
- Able to work collaboratively with teachers and other members of the Lower School team.
- Must have a credible profession of faith and testimony, and be actively involved in a local church, as this person will serve as a role model in attitude, speech, and actions for the school community.
- Must be able to support and articulate PCA's Christian worldview and philosophy of Kingdom education.
- Must demonstrate a willingness to learn and support PCA's curriculum, instructional practices, and classroom procedures.

Candidates must be in agreement with the PCA Statement of Beliefs which can be found HERE and must demonstrate a strong, personal relationship with Jesus Christ. If you believe you are qualified, we invite you to submit an online application.

Organizational Status

This position reports to both the Lower and Upper School Principals.