



ST. MARK'S  
EPISCOPAL SCHOOL

*A Community Engaged*

St. Mark's Episcopal School in Houston, Texas is seeking a creative, organized, team player to serve as an Early Childhood Teaching Assistant.

The primary job of an early childhood teaching assistant at St. Mark's is to work with the lead teacher to guide young students as they work and play in our centers-based classrooms. The ideal early childhood assistant will have a collaborative, creative and joyful spirit and be motivated to support children learning in a stimulating, safe and developmentally appropriate educational environment. In addition, the early childhood assistant will understand the importance of developmentally appropriate practices as well as the development of cognitive, emotional and physical skills in young children. Mastery of child supervision indoors and outside as well as personal care duties of young children (diapering, feeding, good hygiene practices) is expected. Position hours are from 7:30 AM - 3:45 PM.

Primary Functions:

- Support the lead teacher in the classroom
- Assist in facilitating learning experiences with the students
- Foster positive and meaningful student interactions
- Complete tasks assigned by the lead teacher to maintain the classroom environment and materials
- Assist the lead teacher in gathering documentation of student's work
- Attend faculty meetings and professional growth opportunities as required
- Other duties as assigned and requests made by the Head of Primary School, the lead teacher, or the Headmaster.
- As a member of the Primary School faculty, the assistant is expected to support the mission and philosophy of the school.

Required Skills:

- Experience guiding children between the ages of two and six in a school setting
- Comply with all Texas DHHS child care licensing requirements
- Effective organizational skills, interpersonal, written and oral communication skills necessary for effective team success
- Patience, energy, and physical stamina
- A working knowledge of technology resources in education
- Mastery of supervision requirements and personal care duties of young children
- CDA with 3+ years experience, an associates degree with 3+ years experience or an education degree is preferred.

**About St. Mark's Episcopal School**

The community of St. Mark's Episcopal School celebrates the uniqueness of each child. We are stewards of our students' intellectual curiosity, faith, and passion for discovery. We cultivate joy, playfulness, and growth in a child-centered environment. Located in the West University Place neighborhood of Houston, St. Mark's serves 450 students from two-year-olds through 8th grade. St. Mark's is an engaging community of learners where the school partners with its families in preparing each student for the path that lies ahead through a stimulating, whole-child school experience. Through offerings in athletics, performing and visual arts, technology, Spanish and a robust curriculum, St. Mark's prepares its graduates for the many high school options Houston offers, and successfully places its students in high schools which best fit each.

St. Mark's is an Episcopal school, and as part of the St. Mark's Episcopal Church parish, is known as a community environment and second home to over 350 families. The school is committed to its positive relationship with families, believing strongly in the power of a fully engaged dynamic between school and home. As a place where children are known, teachers understand what it means to meet children where they are, which plays a crucial role in fostering each child's spirit.

Interested candidates should apply at [www.stmes.org/careers](http://www.stmes.org/careers).