



Title: Kindergarten Assistant Teacher

Status: Full Time

Reports to: Director of Lower School

Classification: Full-Time, Exempt

Start Date: August 12, 2026

About Oak Hill:

Oak Hill School (www.oakhillschool.org) is a preK-6th coeducational, non-denominational independent school in Nashville, Tennessee. Founded in 1961, Oak Hill School provides a strong, child-centered academic program in a nurturing, Christian environment. Oak Hill School is committed to the intellectual, social, and spiritual growth of each of its 560 students.

Mission: It is the Oak Hill School mission to build character and integrity in a Christian environment for a lifetime of learning and service. This faculty member will join a nurturing, Christian community committed to the School's mission and vision for building a diverse and inclusive environment where all children learn, grow, and thrive.

Summary:

The Oak Hill School seeks a creative and collaborative Assistant Teacher for kindergarten students.

Job-Related Responsibilities:

- Introduce students to the joys and beauty of Kindergarten
- Use a variety of methods to assess student learning and to inform instruction as modeled by lead teacher
- Provide differentiated instruction to meet the individual needs of students as modeled by lead teacher
- Maintain accurate and complete records of students' progress and development
- Expand our students' knowledge and appreciation of global cultures
- Ignite a love of language in our students for enjoyment, enrichment, and advancement.

Specific Job-Related Responsibilities:

- Supports the lesson plans of the lead teacher and implements as needed
- Assists the lead teacher with individual or small group instruction and supervision of centers
- Assists in the preparation of materials for the classroom
- Assists with classroom management following the lead of the teacher
- Shows initiative, including but not limited to room appearance, bulletin boards, Tuesday folders, field trip arrangements, and grade level programs
- Escorts students to and from enrichment classes
- Assists in the supervision of the playground and lunchroom

Professional Responsibilities:

- Nurture the social, emotional, and spiritual growth of each student
- Communicate clearly, promptly, and professionally with students, parents, coworkers, and administrators
- Learn and implement best instructional practices by actively taking part in professional development opportunities
- Actively participate as a member of the enrichment/grade level team
- Be a positive advocate of the school, both internally and externally

Skills and Characteristics:

- A commitment to support the mission and vision of the school and be a part of building a diverse community that reflects God's love as expressed in the Christian tradition.

- A commitment to student-centered learning and a solid understanding of child development (academically, socially and emotionally) and pedagogical approaches aimed at deep and differentiated learning, combined with a passion for working with the elementary-aged child.
- A comfort in sharing one's faith through leading morning devotion and group prayer with students
- An ability to work collaboratively with a positive spirit and sense of humor
- A growth mindset as demonstrated by a willingness to take feedback, be reflective, and adapt as needed
- Excellent communication, organizational and time management skills
- An enthusiasm for relationship building with students, colleagues, and parents
- An ability to maintain integrity and confidentiality of sensitive student/school information

Physical Demands:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A request for reasonable accommodations must be submitted to the HR department.

Work for this position will take place primarily in a classroom. The physical demands of this position include lifting or carrying up to 10 pounds often, up to 25 pounds regularly, and up to 50 pounds rarely; crawling rarely; climbing/balancing and kneeling intermittently; pushing/pulling and crouching regularly; reaching, sitting, walking, standing, bending, and stooping often. To perform this job the person must be able to talk, hear, stand, sit, and/or walk for extended periods of time; and must possess normal manual dexterity and hand-eye coordination. The position may require working in various environmental conditions, including hot, cold, or outdoor settings.

Nothing in this job description restricts the School's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the School's assignment of essential functions. It does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Educational Background and Work Experience:

- Bachelor or Master's Degree in relevant subject area, OR, a Bachelor or Master's Degree in Education