



**Title:** Pre-K/Kindergarten Support Assistant (non-exempt, 10-month, part-time, regular)

**Reports To:** Principal and Head of School

**Major Responsibilities**

1. Organize daily meals and outside play equipment.
2. Assist with kindergarten recess.
3. Assist teaching staff with lunch supervision.
4. Substitute in the classroom as needed and according to availability.
5. Maintain regular, professional, open and honest communications with colleagues, teaching staff, office staff, school administrators, and families. All communications should reflect consistency with our Christian faith commitment.
6. Receive and implement all direction from Lead Teacher with enthusiasm and humility.

**Qualifications:**

- Passionate commitment to helping Logos Academy Harrisburg/New City School be a thriving, diverse urban school built on the love of Christ, cultivating well-educated, virtuous students who have developed a love for learning and service.
- Clear desire for ongoing development within a school committed to these values.
- Effective interpersonal communication, organizational skills, and ability to problem-solve with professionalism, enthusiasm, and flexibility.
- At least one year of experience in early education within an intercultural workplace or ministry.
- Commitment to advancing the mission of Logos Academy Harrisburg/New City School through hard work, innovation, partnership with our development efforts, and good stewardship of resources.

*[Logos Academy Harrisburg /New City School \(Harrisburg, PA\)](#) is an independent Christian school offering a high-quality education to the children of Harrisburg, regardless of faith commitment or financial means. Our income-based tuition structure and open-enrollment policy attract families of varied ethnic, religious, and socio-economic backgrounds. Our faith-based community school educates the whole student, mind and soul, providing a rich classical education in a small-class setting that focuses on tailored instruction for each child. Logos Academy Harrisburg/New City School is patterned after the proven model of [Logos Academy \(York, PA\)](#), a diverse community school with 20 years of existence serving the city of York with the highest quality education.*