



## Kindergarten Aide

Reporting to the Lower School Head, The Calverton School in Huntingtown, Maryland is seeking a full-time Kindergarten Aide for the 2026-27 school year. The Kindergarten Aide position assists both Kindergarten teachers in all functions of a lower school classroom.

### Responsibilities and Essential Functions:

- Arrive and check-in with teachers to see what needs they have for the day
- Help students enter and prepare for the day (hang up book bag, put folders in cubbies, put nap mats away (on Monday's), settle students into morning activity)
- Assists the classroom teacher in organizing daily activities for students, including preparing items needed for upcoming lessons
- Supporting small group teaching. At times, lead the group in day's activity. Teaching concepts and monitoring students. Correcting pencil grips, guiding work, assisting in completion of tasks.
- Assists with the supervision of children, whether inside or outside, during free play, or during the course of an activity, and assists in the set up and cleanup of lessons.
- Maintain a schedule and arrive on time, barring any emergency in another class, while having flexibility to assist back and forth between classes
- Meets and greets students as they arrive and depart in a positive manner.
- Accompany students to their resource classes.
- Disciplines student behavior by following the Calverton Philosophy of Honor and Mission Statement.
- Be involved in parent communication through phone conversations, use of technology and parent conferences
- Be involved in daily anecdotal note taking and assist in maintaining accurate records of each student
- Be able to completely take over the class if the need should arise
- Assist in keeping an organized classroom
- Know strengths and weaknesses of students and be able to adjust activities, academics, and expectations accordingly
- Be present and build positive relationships with students and families
- Help prepare monthly newsletters, documents needing to be sent home, and report card completion.
- Assist with daily attendance if needed



- Engage actively in professional development – individual and school-wide – and bring a growth mindset to furthering knowledge of best educational practices
- Attend all divisional, departmental, and school faculty meetings including professional development days
- Participate broadly in the life of the school by attending events, chaperoning, supervising, advising, coaching, and sponsoring clubs

**Qualifications:**

- High School Diploma
- Enthusiasm for working with children
- Educational philosophy that aligns with the mission, values, and vision of Calverton
- Proficient user of technology
- Collaborative and effective communication in working with students, teachers, administrators, and families
- An ability to contribute positively to a student-centered learning environment
- Must pass Federal and State background check along with MSDE Employment History Review

**About The Calverton School:**

The Calverton School is an independent, co-ed day school with a small residential program in which 345 students age 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student body from five counties to our learning community where students grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare for higher education and citizenship in a democratic and global community.

Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12<sup>th</sup> grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.

**To apply:**

Interested candidates should send cover letter, resume, and names of three professional references to: [alambert@calvertonschool.org](mailto:alambert@calvertonschool.org)