

Lower School Teacher Assistant (Pre-K and Kindergarten)

Two hires for the 2026-2027 School Year

Boca Prep International School is seeking two lower school teacher assistants to join our team. The ideal candidate should be someone with a passion for elementary education, while promoting the development of young people to contribute proactively to the ongoing work towards a better world.

Founded in 1997, [Boca Prep](#) has been providing a student-centered, college-preparatory, International Baccalaureate (IB) education for students in preschool through 12th grade as an independent school. The school was IB authorized in 2009 and became an IB World School in 2016, offering all three programs of the International Baccalaureate, as well as extracurricular activities, community service, performance programs, and the performing arts, all emphasized alongside the highest expectations for academic engagement and attainment. With over 50 countries represented in our student body, Boca Prep has developed its own community with an international perspective. With small class sizes and an experienced and caring faculty, we help develop students to become lifelong learners and global citizens.

Boca Prep is an [International Education Systems](#) (IES) school. Students and faculty from IES schools are members of a worldwide network of international schools that collaborate, share expertise, and facilitate cultural and linguistic exchanges. IES schools focus on the individual student through small classes, mentoring, and a personalized learning system. IES schools stress internationalism, whether through IB programmes or national programmes that include an emphasis on internationalism, privilege language learning as a key skill in a globalized world, promote academic rigor, stress the development of character, self-discipline, and learning how to learn, and are flexible about the distinctive needs of the different societies and communities that they serve.

Key Responsibilities:

- Uphold and model the school's core values and community expectations.
- Assist the teacher with supervision and support aligned with the expectations of the IB Primary Years Program.
- Work collaboratively with other lower school and special area teachers as needed.
- Be an active member of the Boca Prep school community.
- Assist in fostering a safe, respectful, and nurturing classroom environment.
- Maintain subject matter expertise and professional competence by attending faculty development programs, curriculum development meetings, and other professional development opportunities.
- Model and foster non-discriminatory practices and a global mindset.
- Be a role model of integrity and professionalism.

- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, lunch duty, assemblies, field trips, Back to School Night, and other duties and routines regularly part of a PK-12 independent school environment.
- Maintain regular, punctual attendance, including school meetings, professional days, graduation, and other required events.
- Adhere to school policies as described in the Employee Handbook and other materials.

Qualifications:

- Enthusiasm for working with school-aged children and collaborating with colleagues.
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school.
- Ability, willingness, and judgment to interact and communicate effectively and positively with all constituents in a school environment.
- Comfortable with ambiguity and change inherent in a school environment; willingness to adapt and pivot as needed.
- Commitment to continuous professional growth and development.
- Willingness to be involved in the life of the school.
- Proficiency in the Google Suite (Docs, Sheets, Drive, etc.) is required.
- Excellent verbal, written, and presentation communication skills.
- Preferred: Bachelor's degree in Elementary Education or a related field.
- Preferred: Prior experience in an independent or private school setting.
- Preferred: Prior experience in an International Baccalaureate school.

Compensation includes a comprehensive employee benefits package; Boca Prep offers a competitive salary commensurate with background and experience.

Qualified candidates should send a resume/CV and a statement of interest to Chuck Maddox, Head of School: chuck.maddox@iesmail.com