



**ST. MARTIN'S** *-in-the-field*  
**EPISCOPAL SCHOOL**

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## **Job Opening: Preschool and Before-School Assistant, 2025-26 School Year**

St. Martin's-in-the-Field Episcopal School, a small and vibrant community dedicated to nurturing the growth and development of young children, is seeking an energetic and flexible team member to support both our Preschool program and our Before-School Mustang Club program. This unique split position serves in our Before School Program, providing student supervision and enrichment support in our before care program, followed by coverage as a floater within our Preschool classrooms during the school day. This merging of roles allows for a benefits-eligible position. The ideal candidate is enthusiastic about working with children across a range of ages, highly collaborative, and committed to ensuring a safe, engaging, and nurturing environment.

St. Martin's-in-the-Field Episcopal School is an accredited, co-educational independent day school in Severna Park, MD, enrolling 230-250 students (Preschool-8<sup>th</sup> Grade). St. Martin's promotes a love of inquiry, a sustaining faith, a call to service, and a generous spirit open to new ideas. Our school encourages each individual to grow in Confidence, Compassion, and Character.

### **Position: Preschool and Before-School Assistant**

**Location:** St. Martin's-in-the-Field Episcopal School, Severna Park, MD

**Start Date:** September 2025

### **Key Responsibilities:**

*During Before Care (Morning Mustang Club, 7:30 – 8:30 am)*

- Supervise and engage students from Preschool through 8<sup>th</sup> Grade in before-school activities.
- Ensure student safety, comfort, and positive interactions in the program.
- Support accurate attendance, billing, and record-keeping.
- Coordinate smooth daily operations.
- Foster a welcoming and fun environment for students at the start of the school day.
- Other duties as assigned

*During Preschool Hours (8:30 am - 3:30 pm)*

- Provide classroom support as a Preschool floater, assisting where coverage is needed.
- Supervise students to ensure safety, focus, and active engagement.
- Assist with whole-group and small-group instruction.
- Support daily routines including lunch, recess, rest time, and carpool.
- Perform clerical and classroom support duties (copies, attendance, preparing materials, bulletin boards, etc.).
- Collaborate with Preschool teachers to ensure smooth classroom operations.

### **Qualifications:**

- High school diploma or GED required, bachelor's degree preferred
- Proven experience working with preschool-age children and/or school-age students in group settings.

**CONFIDENCE · COMPASSION · CHARACTER**

375-A Benfield Road, Severna Park, MD 21146 | 410.647.7055 | [stmartinsmd.org](http://stmartinsmd.org)



# ST. MARTIN'S *-in-the-field* EPISCOPAL SCHOOL

- Ability to communicate effectively, both orally and in writing
- Ability to work collaboratively with other faculty, staff, and parents
- Follow basic principles of childhood development
- Flexibility and enthusiasm for working in both classroom and before-school settings.

## Physical Demands:

The position requires the ability to perform various physical tasks, including walking, climbing stairs, running, standing, bending, reaching, and the ability to lift up to 50 lbs. Candidates must be able to actively participate in all activities related to the role.

## How to Apply:

Interested candidates should submit a cover letter, resume, and three professional references to Shannon Casteel, Preschool Director ([scasteel@stmartinsmd.org](mailto:scasteel@stmartinsmd.org)) and Jessica Mahfoudi, Enrichment Manager ([jmahfoudi@stmartinsmd.org](mailto:jmahfoudi@stmartinsmd.org)). For more information about St. Martin's -in-the-Field Episcopal School and our programs, please visit <https://stmartinsmd.org/>.

## Compensation:

Compensation aligns with AIMS medians for comparable schools. We offer a full range of benefits including health, dental, and vision, 403b, paid time off plus school holidays. \$35,000/year; 40 hours/week.

## More About St. Martin's

**Mission Statement:** We seek to inspire in students a love of inquiry, sustaining faith, and a generous spirit open to ideas, peoples of the world, and a call to service. At our Episcopal school, students discover who they are as learners, leaders, and friends. We create a welcoming community encouraging each individual to grow in **Confidence, Compassion and Character**, grounded in the knowledge that each is a child of God.

**Statement of Inclusion:** We seek to embrace and promote diversity among our students, faculty, administration and trustees. Our learning community recognizes and respects the diversity of modern society; we provide our students with opportunities to gain exposure to a multicultural curriculum that celebrates individual differences. All students are considered without regard to gender, race, sexual orientation, religion, and national or ethnic origin.

**Employment Philosophy:** St. Martin's-in-the-Field Episcopal School is an equal opportunity employer. The school does not discriminate on the basis of race, national or ethnic origin, religion, gender, disability, or sexual orientation in the administration of its education programs, admission policies, employment practices, financial aid programs, or any other school programs or activities. St. Martin's is committed to an equitable program and a diverse faculty and student body. We actively seek candidates from diverse backgrounds.

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