



Lower School Associate Teacher

Pace Academy is an independent college preparatory school in Atlanta, Ga., with an enrollment of 1100 students in Pre-First through 12th grades.

The Associate will assist the Lead Teacher, helping to provide a balance between classic and fun teaching. Getting to know each student is necessary to offer an extraordinary learning experience to all. Teachers at this level must be firm but kind and take joy in the day-to-day tasks of teaching.

The ideal candidate is intuitive, exhibits good judgment, possesses excellent communication skills and is capable of guiding students effectively. He/she will be enthusiastic about teaching with the older elementary child, will be fun-loving and have a good sense of humor. He/she should possess a wealth of patience, energy and creativity to hold the attention of the class.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Discusses assigned teaching areas with classroom teacher to coordinate instructional efforts. This includes preparing lesson plans, utilizing a variety of methods and techniques to accommodate different learning styles of students.
- Prepares, administers, and grades student work.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Confers with lead teacher on progress of students.
- Attends parent / teacher conferences, faculty meetings, grade level parent gathering, admissions testing, Sunday Sundae, and Open House.
- Performs supervisory duties, which may include early morning duty, or instruction in a specific learning area.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree (B. A.) from a four-year college or university required; Elementary Education degree strongly preferred.
- Must be familiar with the methodology of teaching core academic subjects, including reading, writing, mathematics, social studies and science.
- Experience with the following is desired:
 - Fountas and Pinnell
 - Reading Street



- Writers Workshop

Pace offers a complete benefits package, including medical, dental and vision insurances, a 403(b) plan with a generous match, paid term life and disability insurances, supplemental insurance plans, Georgia 529 and Flexible Spending Accounts.

See more about the Pace Academy Lower School at:
<http://www.paceacademy.org/academics/lower-school>

Qualified applicants should send a resume, cover letter, and references to: Jobs@PaceAcademy.org.

Equal Employment Opportunity Employer