

# LINCOLN SCHOOL

P R O V I D E N C E

## Grade 5 Assistant Teacher

Lincoln School, founded in 1884, is an independent Early Childhood-Grade 12 Quaker school for girls in Providence, Rhode Island. We are currently seeking a full-time Assistant Teacher for Grade 5 for the remainder of the 2019-2020 school year.

In conjunction with the Lead Teacher, the Assistant Teacher will:

- Prepare units and lesson plans
  - Teach in all core academic subjects (reading, writing, grammar, mathematics and social studies), including lesson preparation, delivery, and assessment.
  - Plan, prepare, and develop teaching aids
  - Incorporate technology in teaching
- Contribute to the maintenance of a clean, safe, exciting, and organized learning environment for the students
- Build strong relationships with parents and respond to parents' comments and concerns with sensitivity, interest, and respect while maintaining confidentiality
  - Participate in parent-teacher conferences
  - Write progress reports in conjunction with the Lead Teacher
- Have weekly duties including recess, lunch, Extended Morning, and Extended Afternoon
- Be an active member of the Lower School community
  - Attend faculty meetings and serve on committees

### Requirements:

- Degree in Elementary Education required
- Elementary teaching experience preferred
- Strong oral and written communication skills
- Strength in use of educational technology preferred
- Continuing interest in professional growth
- Excellent interpersonal and collaborative skills
- An understanding of and appreciation for the developmental range of the age group
- Strong work ethic, sense of humor, and a kind spirit

**How to Apply:**

Interested candidates should send a cover letter, resume, and a list of three references that includes name and contact information to Julie Stafford, Human Resources, Benefits, and Payroll Manager at [jstafford@lincolnschool.org](mailto:jstafford@lincolnschool.org).

*Lincoln School is an Equal Opportunity/Affirmative Action Employer. Members of underrepresented groups and all persons committed to culturally responsive teaching are strongly encouraged to apply. Lincoln School values having diverse faculty and staff and strongly encourages applications from people of color, women, and people who are multilingual and share our commitment to educating girls to fearlessly embrace the opportunities and responsibilities of full citizenship in a complex world.*