THE MEADOWS SCHOOL
LOWER SCHOOL CO-TEACHER
Job Description

General Responsibility: Works under the direct supervision of the Lower School Director to support teachers and students in grades K-5 in academic, social, behavioral, and other related skill areas; to facilitate and organize other related functions as required.

RESPONSIBILITIES:

- Assists classroom teachers in the required Lower School curriculum, including reading, language arts, social studies, mathematics, and art.
- Substitutes for classroom teachers and design appropriate learning activities and curriculum for that class, and assign, assess and grade classwork, homework and tests.
- Supports teachers and students with remote learning, using Google Classroom, Seesaw and the school information system Veracross.
- Work with small groups or individual students who need extra support or enrichment in literacy and math.
- Supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Maintain appropriate standards of student behavior.
- Perform non-instructional duties such as student supervision, class parties and field trips.
- Participate in staff development activities, in-services, and staff meetings as required or assigned.
- Support The Meadows School and participate in school-wide student activities and social events.
- Maintain membership in appropriate professional organizations.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Work cooperatively and effectively with staff members to ensure consistency of The Meadows program.
- Follow all expectation for faculty and staff outlined in The Meadows School handbook.

QUALIFICATIONS:

- Possession of a Baccalaureate or higher degree
- Nevada State Teacher Certification
- 3 or more years of experience
- Experience teaching in an independent school preferred