



Join our team at SF Day!

At San Francisco Day School...

We believe that when intellect and imagination are intertwined, our students delight in the discovery of connection: in their academic and creative pursuits, in their relationships, and in all that they experience here. Every day we help our students emerge as flexible and resourceful learners. Because when we do, our students light up with the call and capacity to take on the complexities of their day and of a diverse world.

SF Day Fast Facts

- Independent, co-educational school
- Located in the heart of SF in the Western Addition neighborhood
- SF Day devotes a significant amount of resources to seek and support ongoing professional development opportunities for faculty and staff

Upper School Teaching Assistant (Gr. 5-8)

Part-time or Full-time Available • 2020-21 School Year

Are you...

- A passionate and compassionate educator and role model?
- A responsible, creative educator ready to support in various grades and subject areas?
- An effective communicator and thoughtful listener, both online and in-person?
- An inclusive community member who sees and appreciates the diverse fabric of our city and community?

Yes? Then read on!



The role of the Teaching Assistant is to support the Lead Teacher and students during online learning (Connected Learning) and in-person support for faculty unable to attend in-person.

Qualifications

- Previous tutoring, substitute teaching, teaching assistant, or previous experience working with students preferred
- Minimum of two years of college experience or currently enrolled in college
- Experience with Google Suite (creating Google Calendar invites, Google Documents, uploading and downloading digital files)
- Experience with Google Classroom
- Solid experience with online platforms, preferably Zoom
- Fluency in Spanish preferred

Primary Responsibilities

Online Support:

- Assist faculty members with virtual classroom
- Help organize materials needed for classes, including texts and other digital materials so students can access these digitally and in Google Classroom
- Ability to help troubleshoot technical issues with a virtual meeting (Zoom)
- Help monitor student chats and breakout rooms
- Help proctor examinations as needed

Ready to Join SF Day?

SF Day celebrates and welcomes faculty, staff, and administrators who reflect the broad range of diversity in the Bay Area. We encourage people of color and LGBTQ+ persons to apply. SF Day offers excellent benefits and a competitive salary.

Please apply online with your resume, salary expectations, and a thoughtful cover letter explaining why your experience is appropriate for this position. Please, no phone calls.

Primary Responsibilities

In-Person Support:

- Take student attendance for teacher
- Monitor student participation and engagement
- Organize hands-on materials for activities
- Ensure students follow physical distancing and health guidelines
- Supervise breaks
- Proctor in-class assessments
- Provide the teacher with information regarding student behaviors so that the teacher can follow up with students and families
- Help troubleshoot technology issues (students logging in, connecting to links, accessing curricular content)