



## **OPEN POSITION: ASSISTANT TEACHER, RISING GRADE 2**

(Second Year, Horizons)

### Organization Background:

Horizons at Carolina Day, an affiliate of the nationally renowned Horizons program, is a public-private partnership that provides academic, cultural, and recreational summer programming designed to support economically disadvantaged students in realizing their full potential.

The heart of Horizons is a six week equity-centered summer academic program that supports a cohort of students in reading, writing, math, and science, paired with swimming lessons, field trips, sports, and enrichment activities in the performing and visual arts.

The program also includes a year-round component featuring online tutoring, Saturday events, regular visits to schools, and communication with students' schools and teachers.

Our program launched in the summer of 2018 with one class of 15 Kindergarten students. One grade (15 students) will be added each summer until the program includes K-8th grade. This summer's program will serve 75 students grade 1 - 5.

Please read more about Horizons on our website if you are interested in joining our team:  
<https://www.horizonsatcarolinaday.org/>

### Position Overview: TEACHER'S ASSISTANT– RISING 2ND GRADE

A core component of our program is providing engaging, hands-on, project-based lessons for our students. We look for experienced, professional individuals with the ability to implement strategies to engage students in active learning through non-traditional methods in our six-week summer enrichment program.

Each staff member must work as a team player to help fulfill the Horizons mission. It is our hope that Horizons staff members will return to the program for multiple summers as we continue to support our students and build community within the program. This position is full time during the six weeks of the program and includes Saturday events throughout the following school year.

### **JOB RESPONSIBILITIES:**

The Assistant Teacher's areas of direct responsibilities include but are not limited to:



- Perform classroom duties of teaching and caring for approximately 15 grade 2 students during our six-week summer enrichment program.
- Help to develop and lead daily, active, hands-on lessons in reading, language arts, math and science.
- Teach lessons and provide evaluative feedback.
- Help to coordinate and adapt the curriculum to the needs of each student.
- Set up and maintain a classroom that creates a space for positive learning.
- Provide support for all students during swim classes 3-4 times per week (this will look different for Summer 2021, but we hope to have a swim component).
- Help in the evaluative report on each student at the end of the summer.
- Work in partnership with the lead teacher, as well as volunteers.
- Attend all field trips.
- Supervise and participate in daily meals with the students.
- Attend events outside the school day including Family Night and Faculty Meetings, as well as school visits, when possible.
- Attend the pre-planning session and all training sessions prior to the start of the program.
- Perform other duties as assigned by supervisor.

## QUALIFICATIONS

- 2 or more years working with elementary age children.
- Experience working with children from a variety of socio-economic and cultural backgrounds.
- Strong passion for working with youth and making a difference in the lives of students from under-served communities.
- Excellent communication, organizational, interpersonal and time management skills.
- Resume, background check, and drug screening required.

**Dates:** June 21st-July 29th, 2021 (off July 4th & 5th)

**Hours:** 8AM-4PM daily\* with lunch break and planning time included in the day. \*One week of the program, early or late hours will be required to staff early and after care.

**Required training:** April 19: 4-7PM; May 3: 4-7PM; May 14: 1-5PM; on the Carolina Day School campus

**Required student safety orientation:** TBD

In addition to the summer program, you will be invited to attend at least 3 of 4 quarterly Saturday activities during the school year. School year opportunities may grow as the program expands. These activities will be separately compensated.

**Compensation: \$3060**



# To Apply:

Please send a resume and cover letter, outlining your skills, experience and interest in the program, to Jenny Tracy, Executive Director of Horizons at Carolina Day:

[employment@carolinaday.org](mailto:employment@carolinaday.org)

Use subject line: "Horizons at CDS Assistant Teacher."

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Horizons at Carolina Day is an equal opportunity employer.

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## Americans with Disabilities Specifications

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.