



**Position Title:** Lower School Assistant Teacher  
**Position Status:** Full-time  
**FLSA Classification:** Exempt  
**Reports To:** Head of Lower School

### Position Purpose

A Lower School Assistant Teacher/Building Substitute supports the Head of Lower School, faculty, and students to ensure that we are living our mission and values on a daily basis through the following:

### Essential Functions:

#### I. Student Instruction:

- A. Assists with instruction and student activities in various classrooms and grade levels at the discretion of the Lower School Head.
- B. At the direction of the homeroom teacher, teaches or assists with academic and social skills.
- C. Assists with and participates in all classroom activities including but not limited to arrival, dismissal, snack and mealtimes, recess, lesson prep, and choice time.
- D. Supports rules of conduct and creates a warm and welcoming learning environment.
- E. Maintains order in the classroom and throughout common areas of the campus, including the playground.
- F. Collaborates with the classroom teacher and all departments and offices as required or requested.
- G. Assists with the integration of technology in student learning experiences.
- H. Assists with the administration of appropriate assessments and records results.
- I. May assume the role of substitute teacher, as needed, to deliver high-quality instruction and curriculum in the absence of the assigned teacher.

#### II. Professional Conduct:

- A. Builds and maintains collaborative working relationships with colleagues and administration.
- B. Contributes positively to the culture of the division.
- C. Demonstrates a commitment to professional growth.

#### III. Any Other Duties Assigned by Head of Lower School

### Qualifications

- At a minimum, a bachelor's degree in education, early childhood education, or the equivalent.
- At least two years of experience working with young children.
- Excellent communication, both oral and written.
- Comfortable with a team-based work structure; ability to demonstrate flexibility on the job.
- Demonstrates initiative, is conscientious, and provides complete follow-through on areas of responsibility.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Ability to provide a supportive and caring environment for children.
- Ability to exercise control and maintain classroom discipline.
- Proficient with GSuite.

### Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Frequently stand and talk or hear and sometimes walk and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional climate-controlled classroom environment with a moderate noise level.

### Application Procedures

Interested candidates, please **e-mail** a cover letter, resume, statement of education philosophy, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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