



## **Position Announcement: Teacher 2**

**The second certified teacher in each elementary classroom**  
**Positions available in Boca Raton and Fort Lauderdale**

### **The School**

Pine Crest School is an independent, all-faith, co-educational day school serving more than 2,600 students on two campuses in Fort Lauderdale and Boca Raton, Florida. Each Lower School serves approximately 550 students in grades PreK-5.

### **The Position**

Pine Crest School believes that students in the earliest grades merit greater interaction, guidance, and support from adults. Therefore, every classroom in grades Pre-Kindergarten –5 provides two instructors per classroom. The Lead Teacher is the teacher with primary responsibility for instruction and assessment; the Teacher 2 supports the Lead Teacher in all aspects of the classroom, sharing instruction, assessment analysis, and supervision and discipline of students.

Duties will include, but not be limited to, the following:

- Share daily responsibilities with the Lead Teacher. Be responsible for teaching and working with students individually and in small and whole group settings.
- Serve as the Lead Teacher, assuming responsibility for all classroom activities and instruction, if the Lead Teacher is unavailable.
- Develop lesson plans for a particular class unit or for an individual child, at your own initiative (to be approved by the Lead Teacher) and/or at the request of the Lead Teacher.
- Share the responsibility of administering assessment testing with your colleagues.
- Communicate information to the Lead Teacher concerning students experiencing academic and/or behavioral difficulties and successes.
- Provide assistance regarding computer usage as it applies to curriculum instruction. Manipulate all classroom instructional technologies including hardware and software as well as instruct students on their usage as applicable.
- Assist the Lead Teacher in conducting parent-teacher conferences by providing input as to what you have observed in the classroom, if requested to do so.
- Assist the Lead Teacher with grading and the reporting of grades on report cards.

- Assist in the organization and supervision of students during arrival and dismissal, including carpool and buses.
- Supervise playground activities.
- Inform the Lead Teacher and a Division Administrator of any health or safety hazard found in the classroom or on the playground.
- Help students resolve conflicts in a positive manner.
- Serve as a role model to all students and to members of the Pine Crest community.
- Assist and oversee behavior in the lunchroom.
- Assist the Lead Teacher in establishing guidelines for proper student conduct and maintain student discipline in adherence with established school rules both at school and on field trips.
- Attend and assist the Lead Teacher at all special days including but not limited to Registration Day, Open House, performances and end-of-year celebrations/ceremonies.
- Attend all regularly scheduled faculty meetings and teacher professional days.
- Maintain all child care standards as required by law, and work with the Administration to ensure compliance with all regional, state, and federal regulations as these laws apply to the school and to the Pre-Primary Division.
- Perform all Lead Teacher duties in the event that the Lead Teacher is unavailable as decided by the administration.
- Perform any and all other activities that might be assigned by the Division Head or designate.

While the Teacher 2 plays a critical role in the classroom, it is the Lead Teacher who is ultimately responsible for all instruction and all activities in the classroom, including setting the appropriate welcoming atmosphere for students, responding to parents in an appropriate and timely manner, and developing/approving classroom routines and procedures and so forth. The Lead Teacher and Teacher 2 will work collaboratively to negotiate the parameters of the working relationship and responsibilities within each classroom.

### **Requirement**

Possesses – or is eligible for -- teacher certification from a state in the U.S. (preferably Florida).

### **Application Process**

If interested in applying for this position, please put “Teacher 2” in the subject line and submit the following material by email to [employment@pinecrest.edu](mailto:employment@pinecrest.edu):

- Cover letter indicating your interest and highlighting aspects of your background that qualify you for the position
- 2-page resume

### **EEO/DFW**

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