



**Think Boldly. Solve Creatively. Lead Compassionately.**

### **Lower School Part-Time Assistant Teacher**

For the 2023-24 school year, Montgomery School is seeking a Lower School part-time assistant teacher. Candidates for this position should be energetic, hardworking, and good at connecting with young students, faculty, and parents. The teacher should be creative in the use of age-appropriate techniques, possess strong organizational skills, and model energetic engagement with young children.

Montgomery teachers are bold, creative, and compassionate and seek to develop the same dispositions in their students. Our teachers are skilled communicators with students, families, colleagues, and community partners. Joining our faculty means you will grow and shape the unique learning environment defined by Montgomery School's [mission and values](#). Montgomery teachers embrace signature strengths of the school including outdoor learning, character education, and student focus on engaging and positively impacting their world. Montgomery teachers focus on developing the whole child.

This position would begin as soon as possible and would report directly to the assigned lead teacher and the Lower School Head. Hours and schedule to be determined in consultation with supervisors as stipulated in the employee contract.

#### **Primary Responsibility**

Specific duties include but are not limited to:

1. Assist the lead teacher in daily classroom operations, which may change from day to day.
2. Help the teacher with lesson preparation, including collecting materials and setting up learning tools.
3. Being approachable and welcoming, as well as managing confidential situations with discretion, respect, and sensitivity.
4. Offer aid to the lead teacher during class instruction, small group work, classroom organization, and helping with students during transitions.
5. Support the teacher designed classroom management system and procedures for maintaining order among the students for whom they are responsible.
6. Other duties as assigned which support the mission and high functioning of the school.

#### **Candidate Requirements:**

Teachers should demonstrate joy for teaching children. Experience working with children in schools, youth organizations, and/or co-curricular spaces is preferred. Candidates should possess an interest in thinking boldly, solving creatively, and leading compassionately in the service of children.

The school is an Equal Opportunity Employer and actively seeks to forward diversity through its programs and hiring. Interested applicants should submit a cover letter and resume to [msjobs@montgomeryschool.org](mailto:msjobs@montgomeryschool.org).