



JOB DESCRIPTION

Position Title

Assistant Teacher - Lower School

FLSA Classification

Full-Time Benefit Eligible / Non-Exempt, Hourly

Reports to

Principal of the Lower School / Lead Teacher

Position Purpose

To support the Lead Teacher with work and activities inside and outside of the classroom, expanding opportunities for more individualized instruction and collaborative teaching. We seek a motivated educator to join an interdisciplinary team who is committed to collaboration, flexibility, creativity, and best practices regarding student learning.

Mission

The Howard School empowers students with language-based learning differences by addressing individual needs and leveraging strengths to develop a lifelong understanding of and advocacy for their own learning process.

Duties and Responsibilities

- Works with students in whole groups, small groups or individually during classroom learning experiences, as directed by Lead Teacher.
- Plans, executes, and revises instructional lessons in coordination with the Lead Teacher.
- Prepares for classroom learning experiences by organizing appropriate materials in coordination with the Lead Teacher.
- Monitors and/or maintains classroom guidelines, in coordination with Lead Teacher.
- Supervises and assists students during carpool, breaks, and lunch periods
- Escorts and/or accompanies students to P.E., art and music classes, or other special arrangements. Escorts and/or accompanies students to the nurse for medical attention as needed.
- Performs administrative/class related duties to support the classroom, including making copies, returning phone calls, etc.
- Schedules, confirms, and arranges transportation for field experiences.
- Accompanies students on field experiences
- Attends faculty and division meetings



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- Leads class when teacher is absent and/or involved in collaborative planning or meetings.
- Assists Lead Teacher and students with student-run conference preparation.
- Attends student-run conferences, and takes notes.
- Assists teachers during pre-planning and on teacher work days.
- Performs other duties as assigned.
- Regular and predictable attendance is an essential function of the job

Requirements and Work Environment

- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 50 pounds; and to bend, stoop climb stairs and reach overhead.
- Work primarily in a traditional climate-controlled office environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.
- Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Qualifications

- Bachelor's degree required.
- At least one year of experience with children and/or adolescents required; experience in a classroom environment preferred.
- Math and/or reading experience a plus.
- Computer skills including facility with Google Suite tools preferred.
- Ability to work with collegial teams

The Howard School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. All applicants will be considered for employment without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, citizenship status, age, pregnancy, disability/handicap, genetic information, uniform service member status or any other protected status in accordance with applicable federal, state, and local laws. veteran or disability status.