



## **ASSOCIATE TEACHER**

### **ABOUT VILLAGE SCHOOL**

#### **VILLAGE SCHOOL MISSION STATEMENT**

We are a village of students, families, and educators with a common goal: to create a childhood of wonder, joy, and challenge where children expand their minds and hearts, find their greater purpose, and prepare to engage with the wider world.

#### **VILLAGE SCHOOL DIVERSITY MISSION STATEMENT**

Village School is committed to fostering a community that honors the diversity of the human experience. We believe race, ethnicity, religion, gender identity and expression, sexual orientation, age, ability, family dynamic and socioeconomic status to be examples of what constitutes diversity in our community. We are devoted to cultivating and sustaining a safe environment that empowers individuals and groups to celebrate their culture, heritage, and identity. Through affirmation and education, we strive to build and support an open and inclusive community dedicated to the principle of respect where everyone feels a strong sense of belonging.

### **THE OPPORTUNITY**

Village School is seeking an associate teacher for the elementary program. This is an exceptional opportunity for an emerging educator to develop their practice within a supportive, innovative school environment. Classroom Associates partner with experienced teachers to design and implement engaging learning experiences, support differentiated instruction, and build strong relationships with students. Through mentorship, collaboration, and active participation in school life, associates gain the skills and confidence to grow into lead teaching roles while making an immediate impact on students' daily experience.

### **LIST OF TASKS AND DUTIES**

- Take attendance
- Prep materials for lessons
- Restock classroom supplies
- Collect and assess classroom work and homework
- Pack homework folders
- Sit with students during lessons and model appropriate classroom etiquette
- Check in with students throughout classroom activities to provide support when needed
- Run small groups during specific activities



- Teach one content area consistently with support from the lead teacher
- Provide coverage during recess and lunch
- Lead students throughout transitions from class, specialists, and recess
- Take students to the carpool or the bus, depending on the dismissal assignment
- Learn classroom assessment tools
- Meet with the lead teacher before Parent/Teacher conferences
- Depending on the classroom teaching assignment, students compose parts of their reports
- Proof report cards
- Participate in faculty meetings
- Supervise and assist in other areas of the school
- Perform other duties as assigned by the Head of School
- Support the mission of Village School

## **SKILLS AND QUALIFICATIONS**

- A bachelor's degree is required for associate teachers; preference will be given to candidates who have also earned a master's degree and a teaching credential.
- Possess robust active listening skills, attentively engaging with students to foster a supportive environment, understanding their perspectives, and skillfully addressing both their academic and social-emotional needs within the educational context.
- Strong competency in spoken and written communication, exceptional reading comprehension, and effective interpersonal abilities.
- Capacity to effectively resolve intricate challenges.
- Proficient in G Suite (e.g., Classroom, Slides, Docs, Sheets, Drive).
- Ability to articulate a strong commitment to diversity and have the ability to work effectively with individuals from different backgrounds.

## **EXPECTED PAY RANGE**

\$46,000 - \$52,000 per year, start date 8/15/26

**To be considered for this opportunity, please submit your cover letter and resume to Ms. Jordan Levine, Director of Teaching and Learning, at [jlevine@village-school.org](mailto:jlevine@village-school.org).**

Village School is an equal opportunity employer: The School does not make any employment-related decisions based on an individual's actual or perceived sex, race, religion, color, national origin, ancestry, ethnicity, physical or mental disability, medical condition, genetic characteristic or information, marital status, registered domestic partner status, age (40 and over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local law or ordinance or regulation.