



JOB DESCRIPTION	
Position Title:	Associate Teacher - Lower Elementary (1st or 2nd Grade)
Supervisor:	Asst Head of School/Director of Early Ed and Lower Elementary
Revision Date:	04/20/2026
Classification:	Non-Exempt, 10 month
Department:	Faculty

POSITION OVERVIEW: The position of Associate Teacher is responsible for supporting our lead teacher/s with grade-appropriate curriculum planning and instruction in ELA, math, science and social studies, for innovation, creativity, integration between disciplines and integration of technology use throughout the program. Associate Teachers at a grade-level will collaboratively manage the classroom, lead daily breakout groups and lessons in all subjects, support student social emotional learning, and plan curriculum together. Within the classroom, they will establish a joyful, safe and inclusive environment and tend to the social and emotional needs of students while maintaining a high level of academic learning.

The ideal candidate will:

- Be an exceptional, caring teacher who is up-to-date on best practices in education and child development
- Have exceptional organizational skills and follow through
- Have the ability to inspire and motivate young children
- Have exceptional social emotional intelligence and interpersonal skills and the ability to teach and lead with empathy
- Be excited to work in partnership with parents to support student learning and developmental growth
- Have exceptional multi-cultural competency skills in order to create a diversity responsive learning environment and to work effectively with a range of students and families from diverse backgrounds
- Have exceptional written and oral communication skills
- Be an independent problem-solver
- Take initiative and possess the ability to create, innovate, and implement action
- Be a good listener and mentor, setting high expectations while supporting students and parents in achieving their goals
- Be a reflective practitioner
- Be an exemplary role model to students and faculty alike
- Have a positive attitude and an enthusiastic outlook and possess a growth mindset
- Have a good balance of visionary ideas and practical solutions

ESSENTIAL DUTIES:



- Support lead teachers and the teaching team in planning and implementing a challenging instructional program at the appropriate level of difficulty for each child while meeting grade level benchmarks.
 - Curriculum at Echo Horizon for the lower grades includes: Responsive Classroom, UFLI Literacy Foundations, Writers Workshop, Singapore Math.
- Use best pedagogical practices and principles of effective instruction consistently in the classroom.
- Plan, lead and implement small group mini-lessons, reading and writing groups, math and science centers, and additional lessons as needed.
- Be instrumental in creating a safe, engaging, and inclusive classroom environment where all children are heard, supported, valued, and respected for their unique identity.
- Support the creation of a balanced classroom where social emotional learning, character development, and academic excellence are prioritized and valued.
- Maintain records on each child's progress and provide parents with oral and written reports of the child's accomplishments.
- Participate actively with your team in parent conferences as scheduled by the school and on an as-needed basis.
- Work collaboratively and productively with your grade level lead and DHH teacher.
- Develop effective techniques of mainstreaming deaf and hard of hearing children into the regular classroom.
- Have exceptional multi-cultural competency skills in order to create a diversity responsive learning environment and to work effectively with a range of students and families from diverse backgrounds.
- Pursue professional development to maintain expertise in teaching performance and to improve in the craft of teaching and child development.
- Support the School's admissions efforts by attending admissions events and/or assessing prospective students at your grade level.
- Plan and attend field trips as relevant to each grade.
- Attend all assigned faculty/staff meetings, in-services, team, and committee meetings.
- Follow school policies and procedures as described in the faculty handbook.
- Attend and support School events, including, but not limited to, staff meetings, admission orientations, board/faculty events, professional development days, grade level gatherings, fundraising events, parent teacher conference days, or other days faculty members are required to work
- Assist with carpool, lunch and recess duties.
- Cooperate with and support special school-wide events and special activities of Echo Horizon School Parent Association.

*Other duties as assigned by the Head of School and Directors



PREREQUISITE EDUCATION, KNOWLEDGE, SKILLS & ABILITIES:

- Bachelor's Degree required
- Experience in lower elementary school teaching, coursework/degree in elementary education or related field preferred
- Up-to-date with best pedagogical practices for elementary school education
- California Multiple Subject Credential or the out-of-state equivalent
- Knowledge of Common Core standards, Responsive Classroom, Writers Workshop, and Singapore Math methods a plus
- Exceptional cultural competency skills in order to create a diversity responsive learning environment and to work effectively with a range of students from diverse backgrounds
- Ability to work and communicate effectively in a collaborative team environment
- Excellent communication skills, both oral and written
- Ability to effectively and respectfully handle diverse issues involving parents/guardians
- Ability to support the behavioral and developmental needs of children
- A positive outlook, strong listening skills, a growth mindset, and an enthusiasm for working with young people and their families.
- Curiosity and a love of learning and children
- A willingness and enthusiasm to participate and be visible in the Echo Horizon School community

This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.

Echo Horizon School is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

*Please send a resume, cover letter, employment application and teaching philosophy statement to: careers@echohorizon.org

PLEASE NO PHONE CALLS