SJEDS ASSISTANT TEACHER

At San Jose Episcopal Day School (SJEDS), everything we do is a loving and joyful expression of our mission: to inspire a passion for learning, a life of integrity, and a heart for Christian service. Our faculty are the heart of our school, beloved by students and parents alike for their warmth, responsiveness, creativity, professionalism, and exceptional commitment to helping every child meet his or her great potential. Lifelong learners themselves, our faculty model the characteristics they seek to cultivate in their students: love, wisdom, open-mindedness, responsibility, service, honesty, respect, patience, faith, and gratitude.

KEY ATTRIBUTES

Our Assistant Teachers support the work of our Faculty in delivering active, interactive, challenging, and purposeful learning experiences that ignite the imaginations of our students and inspire a lifelong love of learning. Just like our faculty, our Assistant Teachers employ the Responsive Classroom approach to build safe, positive, and inclusive classroom communities. They nurture close and caring relationships with students and families, relishing their role as "guides on the side," working collaboratively with Faculty to help each student meet their great potential.

RESPONSIBILITIES

SJEDS Assistant Teachers

- Adhere to the school's Faculty Characteristics of Professional Excellence and the guidelines put forth in our Faculty Handbook
- Embrace and live out the school's mission and educational philosophy
- Can be counted upon to be punctual, reliable, flexible, and responsive to the needs of others
- Contribute to a classroom atmosphere that is emotionally safe, respectful, positive, encouraging, and inclusive, using management and teaching strategies that cultivate the spiritual, social, and emotional skills and well-being of our

students
- Cultivate close-knit, trusting relationships with students and parents through respectful communication
- Able to provide continuous close supervision of students in various indoor and outdoor settings
- Support the broader needs of the school community, including, but not limited to, participating in school professional development initiatives, community events, service and outreach opportunities, committee membership, parent and faculty meetings, and other commitments as requested by Administration.
- Practice discretion and confidentiality
- Demonstrate a lifelong commitment to lifelong learning and personal growth

QUALIFICATIONS

SJEDS Faculty members

- May, but are not required to have an Associate's degree, a Bachelor's degree, advanced coursework, or certifications in Education or a related field
- Experience working with students in an Educational setting
- Strong oral communication skills
- Strong collaboration skills
- Strong cultural competencies
- Strong office and organizational skills (experience with copy machine, laminator, etc.)

San Jose Episcopal Day School is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law.

TO APPLY

Send Cover Letter and Resume to DFO, Stacey Stec, sstec@sjeds.org.

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