

**Position Title: Lower Division Associate Teacher**

Supervisor: Division Director

Position Status: Full Time/10 Month/Exempt

Swift School is an independent, K-8 school that serves approximately 150 students. Swift's mission is to prepare students with dyslexia and related language-based learning differences to be successful in life. We recognize that each child is unique, and our teaching approach, time frame, and expected outcomes reflect the student's individuality. Our faculty is passionate about teaching children with learning differences. Given that students have multiple needs, our teachers collaborate with highly trained learning support staff to ensure the best overall academic plan for each student.

An **Associate Teacher** partners with their Lead Teacher to implement the instructional program assigned, resulting in students achieving academic success in accordance with Swift School policies. The successful candidate will have an understanding of students who learn differently and a passion for working with Kindergarten through fifth grade students.

Qualifications:

- A bachelor's degree or higher is required, with preference given to degrees in education-related fields
- Teacher certification
- Experience working with students with learning differences preferred

Responsibilities Include:

- Supports instructional activities planned and designed by the Lead Teacher that contribute to a climate where students are actively engaged in meaningful and appropriate learning experiences
- Plan, prepare, and implement small-group instructional activities
- Participates in a mentor/mentee relationship with colleagues from assigned grade level
- Identifies and adapts the curriculum to meet the needs of students as directed by the Lead Teacher
- Encourages students to develop skills to reach their intellectual, creative, and interpersonal skills
- Responsible for the classroom when the Lead Teacher is unavailable.
- Shares responsibility for supervising students during lunch, carpool, and recess.
- Identify professional development goals and actively seek growth opportunities.
- Maintains a safe, positive learning environment
- Consistently meets professional obligations such as: meeting various deadlines, honoring schedules, coordinating efforts, and timely attending required meetings

Essential Expectations for Swift faculty and staff members:

- Overtly support and act accordingly to the school's mission and values.
- Foster a predictable and supportive environment for students
- Interact with colleagues in a respectful and collegial manner that fosters a healthy and professional culture.
- Demonstrate knowledge of a student's learning profile through appropriate planning and preparation for effective instruction.
- Uphold professional standards of personal presentation, punctuality, preparedness, courtesy, and discretion.
- Appropriately carry out specific assignments as determined by the leadership of the school.
- Provide appropriate and timely communication to students and families.
- Honor the confidentiality of school, student, family, and employee information.
- Comply with the policies and procedures as articulated in the school's Employee Handbook.
- Authentically engage in self-reflection and annual development of a growth and renewal plan. This includes written goals and progress toward those goals.