



# St. Thomas's DAY SCHOOL

**Job Title:** Assistant Teacher

**Division:** Grades Kindergarten–6

**Employment Status:** Full Time

**School Year:** 2020-2021

St. Thomas's is a coeducational independent day school serving students from Kindergarten through Grade 6. The School welcomes children of all backgrounds, with the belief that children who learn and grow together develop openness and respect for others.

## **Position Summary**

Under the direct supervision of the Assistant Head of School and in collaboration with the Classroom Teacher, the Assistant Teacher will support the children and the instructional program in accordance with the School's mission, goals, objectives and philosophy to teaching and learning.

## **Qualifications**

Bachelor's degree in elementary education preferred

Strong personal and interpersonal skills

Experience working with children in elementary grades

## **Performance Responsibilities**

With respect to the assigned classroom, responsibilities include, but are not limited to:

- Preparing the classroom for the opening and closing of the school year, as well as assisting with the maintenance of the overall physical classroom environment.
- Meeting with the Head Teacher regularly to plan and identify individual instructional responsibilities, as well as to review student and curricular needs. These meetings may be scheduled before or after the regularly scheduled school day.
- Working collaboratively with colleagues in the development of curriculum, teaching methods, and instructional strategies that will help students meet age-appropriate challenges across the educational program.
- Supervising the class, as well as planning and assisting with instruction. Correcting classwork and homework designated by the Head Teacher.
- Monitoring performance and behavior and keeping consistent, reliable class records.
- Maintaining patterns of discipline that reflect the St. Thomas's philosophy as stated in the Faculty Handbook.
- Assisting Head Teachers with providing for the health and well being of each child at all times which includes the training students on emergency/health procedures and being familiar with fire drill, filing accident reports and first aid procedures as outlined in the Faculty Handbook.
- Providing classroom support to Head Teacher on parent conference days, and attending parent conferences as requested by Head Teacher and Administration.
- Attending all class trips and assisting with all preparations for class events and programs, such as class plays.
- Serving as a resource to support the school program and students as directed by the Administrative Team.
- Implementing language arts (reading, writing, listening and speaking), social studies, and mathematics that have been prepared by the Head Teacher.
- Providing individualized small group and whole group instruction.
- Attending community meetings, faculty meetings, and in-service days.

## **Characteristics of Professional Excellence**

- Strive to live the school mission in word and deed.
- Enthusiastically engage in service to the school community and beyond.
- Model life-long learning.
- Embrace and incorporate the most current technologies and media to support learning and prepare students for their future.
- Foster an open and inclusive learning environment.

To be considered for the above-mentioned position, please send a cover letter, resume, three references, and a personal statement or educational philosophy to Sarah Walters, Assistant Head of School at [swalters@stthomasday.org](mailto:swalters@stthomasday.org). Please generate all documents as a converted PDF file. Applications will be reviewed as they are received, and the position will remain open until filled.

St. Thomas's Day School is an Equal Opportunity Employer.