



St. Thomas's DAY SCHOOL

St. Thomas's Day School, a co-educational independent day school in New Haven, Connecticut, seeks a Kindergarten and Grade One Assistant Teacher.

The School is a diverse community of children, teachers, parents and parishioners working together to foster learning in the context of faith and personal commitment. As a mission of Saint Thomas's Episcopal Church, the Day School seeks to educate children broadly by cultivating intelligence while engaging heart and spirit. The School seeks to motivate children of diverse races, creeds and backgrounds to become independent thinkers who appreciate, understand and serve others.

Title: Kindergarten and Grade One Assistant Teacher; Full Time

School Year: 2019-2020

Position Summary

In cooperation with the Administrative Team, the Kindergarten and Grade One Assistant Teacher will work collaboratively with the Head Teachers to implement the School's instructional program in accordance with the School's mission, goals, objectives and philosophy of learning.

Primary Responsibilities:

- Will perform duties and responsibilities identified by the Head and Assistant Head of School in order to support the instructional program and children.
- Will be flexible in terms of classroom assignment as need arises within school.
- With respect to 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 Teachers on a weekly basis 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.
 - Supervising the class, as well as planning and assisting with instruction. Correcting class work and homework designated by the Head Teachers.
 - Assisting with student and class records, as well as helping with the classroom inventory.
 - Maintaining patterns of discipline that reflect the St. Thomas's philosophy as stated in the Faculty Handbook.
 - Assisting with providing for the health and well being of each child at all times. Helping with training children about emergency 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 Teachers on Back to School Night, parent conference days, and attending parent conferences as requested by Head Teachers and Administration.
- Attending all class field trips and assisting with all preparations for field trips, as directed by Head of School, also assisting with special class programs such as class plays.
- Assisting and supporting special programs and teachers (e.g. science, library, computer, music, physical education)

Qualifications

Bachelor's degree in Elementary Education preferred

Experience teaching students in grades K-2

Experience in teaching reading and writing

Knowledge in a variety of approaches to math instruction

Strong personal and interpersonal skills

Qualified candidates may submit their resume, a cover letter and three professional references to jobs@stthomasday.org. Please generate all documents in MS Word or a converted PDF file. References will not be called without prior notification to the candidate. 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.