

# Lower School Associate

## *School Year 2017-2018*



The Lower School Associate should be an energetic and flexible person who enjoys children, works well in collaboration with others, takes initiative and is considering a career in teaching.

We are deeply committed to diversity and an inclusive curriculum and community. We actively encourage applications from candidates with broad and diverse backgrounds and from individuals of all races, nationalities, and beliefs. We seek candidates who have a clear interest in being part of a community that challenges prejudice and is committed to diversity and inclusion.

### **Job Responsibilities:**

- Co-plan and present lessons
- Lead small literary and math groups
- Prepare and gather materials for lessons and projects
- Correct student work
- Assist with writing and proofing student reports
- Attend parent/teacher conferences
- Supervise recess and drop off/pick up

### **Qualifications:**

- Bachelor's Degree
- Experience working with elementary aged children
- A passion for learning
- A clear interest in being part of a community that seeks to challenge prejudice and is committed to diversity and inclusion
- Strong personal and interpersonal skills

Associate teachers are expected to attend faculty meetings, participate in the Collaborative Mentoring Program and may be asked to assume classroom responsibility in case of illness or the absence of the Head Teacher.

Please submit the following to [employmentinquiries@footeschool.org](mailto:employmentinquiries@footeschool.org):

- Resume
- Cover letter
- Personal statement
- Two letters of recommendation
- List of three references

Thank you for your interest in The Foote School!