

Job Description and Duties: **Elementary Assistant Teacher**

Employ a warm, nurturing, accepting, collaborative, creative, dedicated, and hardworking personality. Highly responsible, dependable, self-motivated, and professional. Salary based on an average of a 40 hour work week. Must be on time and fulfill all responsibilities.

Work within a collaborative co-teaching environment and assist the Lead Teacher to develop and implement a high-quality emergent curriculum that promotes an arts-integrated emphasis and supports a holistic education. Our school embraces the Reggio Emilia approach and the ideas of social constructivism, while utilizing elements of Montessori work in subjects such as math and geography.

Assist Lead Teacher in ongoing informal assessment through observation, interactions, and documentation accompanied with developing knowledge of the national and state learning standards/goals to gauge each student's progress. Periodic formal assessments may be used in the form of completed work, including reflections, papers, projects, or when appropriate, quizzes or tests in the older grades.

Aide Lead Teacher in documentation of each student's learning journey and development through written observations and reflections, videos, photographs, etc.

- Shared with parents/guardians daily via Brightwheel
- Monthly class reflections delivered to parents
- Individual student reflections 3 times per school year (P/T conferences and end of the year)
- Throughout the classroom and dedicated hallway space highlighting the learning process

Communicate with program director through weekly meetings to discuss classroom dynamics and curriculum, documentation, etc. Communicate in a collaborative and constructive manner with teaching team.

Create a warm, friendly, supportive, and open relationship with parents/guardians through daily communication and demonstrated availability. This may include personal conversation, messaging on Brightwheel, and/or email communication. Parent/Teacher conferences in October and February.

Professional Development is highly valued at our school as we see ourselves as teacher researchers who seek continual growth.

- Invested interest and ownership of research and knowledge as it pertains to our profession and school
- Participate in both individual and group workshops/conferences. 12 clock hours/calendar year.

Maintain safety and general tidiness and cleanliness of the classroom, disinfecting materials and supplies. Occasional obligations outside of the school hours may include parent night, fundraising events, etc.

Will obtain background check, medical exam, food handlers card, and CPR/First Aid certification prior to employment. The Atelier School will reimburse for expenses accrued for background check, food handlers card, and CPR/First Aid certification.

Dress code includes clothing that allows you to be active and involved with your students, but maintains a professional appearance. No holes, rips, or tears should be present and clothes should be well fitting. Leggings are not acceptable unless worn with a long shirt/dress. Low cut shirts are not acceptable and shorts/skirts must be below the fingertips in length. Shirts with inappropriate graphics or text are not acceptable. Footwear inside the building includes socks or indoor slippers as we remove shoes within the classroom. We go outside in all weather so you should be prepared with proper attire including rain jacket, boots, snow attire, sun protection, etc.

Benefits: 12 month salary with paid holidays and school breaks, Health Insurance, Sick/Personal Leave, IRA contributions, 50% Tuition discount for enrolled children, Professional development opportunities.