



JOB DESCRIPTION

Position Title:	Associate Teacher/Long Term Sub - Lower Elementary
Supervisor:	Director of Lower Elementary
Revision Date:	11/19/2020
Classification:	Non-Exempt
Department:	Administration

POSITION OVERVIEW: The position of Associate Teacher/Long Term Sub is responsible for supporting our lead teacher/s with grade-appropriate curriculum planning and instruction in language arts, math, science and social studies, for innovation, creativity, integration between disciplines and integration of technology use throughout the program. Associate Teachers at a grade-level will collaboratively manage the classroom, support student social emotional learning, and plan curriculum together. Within the classroom, they will establish a joyful, safe and inclusive environment and tend to the social and emotional needs of students while maintaining a high level of academic learning.

The ideal candidate will:

- Be an exceptional, caring teacher who is up-to-date on best practices in education and child development
- Have exceptional organizational skills and follow through
- Have the ability to inspire and motivate young children
- Have exceptional social emotional intelligence and interpersonal skills and the ability to teach and lead with empathy
- Be excited to work in partnership with parents to support student learning and developmental growth
- Have exceptional written and oral communication skills
- Be an independent problem-solver
- Take initiative and possess the ability to create, innovate, and implement action
- Be a good listener and mentor, setting high expectations while supporting students and parents in achieving their goals
- Be a reflective practitioner
- Be an exemplary role model to students and faculty alike
- Have a positive attitude and an enthusiastic outlook and possess a growth mindset
- Have a good balance of visionary ideas and practical solutions



ESSENTIAL DUTIES:

- Support lead teachers and the teaching team in planning and implementing a challenging instructional program at the appropriate level of difficulty for each child while meeting grade level benchmarks.
- Use best pedagogical practices and principles of effective instruction consistently in the classroom.
- Be instrumental in creating a safe, engaging, and inclusive classroom environment where all children are heard, supported, valued, and respected for their unique identity.
- Support the creation of a balanced classroom where social emotional learning, character development, and academic excellence are prioritized and valued.
- Maintain records on each child's progress and provide parents with oral and written reports of child's accomplishments.
- Participate actively with your team in parent conferences as scheduled by the school and on an as-needed basis.
- Work collaboratively and productively with your grade level lead and DHH teacher.
- Develop effective techniques of mainstreaming deaf and hard of hearing children into the regular classroom.
- Pursue professional development to maintain expertise in teaching performance and to improve in the craft of teaching and child development
- Plan and attend field trips, including overnight events, as relevant to each grade.
- Attend all assigned faculty/staff meetings, in-services, team, and committee meetings
- Follow school policies and procedures as described in the faculty handbook.
- Attend and support School events, including, but not limited to, staff meetings, admission orientations, board/faculty events, professional development days, grade level gatherings, fundraising events, parent teacher conference days, or other days faculty members are required to work
- Assist with carpool, lunch and recess duties.
- Cooperate with and support special school-wide events and special activities of Echo Horizon School Parent Association.

*Other duties as assigned by the Head of School and the Assistant Head of School

PREREQUISITE EDUCATION, KNOWLEDGE, SKILLS & ABILITIES:

- Bachelor's Degree required
- Experience in teaching in early education or lower elementary grades, coursework/degree in Early Childhood, Elementary Education or related field
- Up-to-date with best pedagogical practices for elementary school education



- California Multiple Subject Credential or the out-of-state equivalent
- Knowledge of Common Core standards, Responsive Classroom, Lucy Calkins Writers Workshop, and Singapore Math methods a plus
- Exceptional cultural competency skills in order to create a diversity responsive learning environment and to work effectively with a range of students from diverse backgrounds
- Ability to work and communicate effectively in a collaborative team environment
- Excellent communication skills, both oral and written
- Ability to effectively and respectfully handle diverse issues involving parents/guardians
- Ability to support the behavioral and developmental needs of children
- A positive outlook, strong listening skills, a growth mindset, and an enthusiasm for working with young people and their families.
- Curiosity and a love of learning and children
- A willingness and enthusiasm to participate and be visible in the Echo Horizon School community

PHYSICAL AND MENTAL REQUIREMENTS:

- Standing and sitting for extended periods of time
- Repeated squatting and bending
- Lifting up to 30 pounds
- Ability to work outdoors with no temperature control
- Correctable vision and hearing

This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.

*Please send a resume, cover letter, employment application and teaching philosophy statement to: careers@echohorizon.org and Jennie Willens, jewillens@echohorizon.org