

<b>Position Title:</b>	<b>Primary School Teaching Fellow</b>
<b>Date Modified:</b>	November 2022
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Head of Primary School
<b>Position Purpose:</b>	Supports the lead teacher's instruction while learning the curriculum and instructional program. Assists in creating a well-rounded, comprehensive instructional program that reflects best practices through inquiry and research-informed instruction.
<b>Work Hours:</b>	7:30 a.m. – 3:30 p.m.
<b>Work Calendar:</b>	School Year
<b>PTO Designation:</b>	Educator

## Description

A primary school teaching fellow will facilitate the growth of students in a student-centered, developmentally appropriate environment focusing on research-informed, best practices that follow a differentiated, balanced approach and curriculum. The primary school teaching fellow will assist the lead teacher with classroom tasks and work directly with students to provide supervision and instruction. While developing and maintaining positive relationships with students, parents, and faculty members, the primary school teaching fellow will assist the lead teacher in recognizing and coaching the social-emotional and developmental needs of each student. This is a two-year maximum position.

## Essential Functions and Tasks

- Serves as an educator and works directly with the Head of Primary School to initiate, implement and oversee the day-to-day programs for students at a particular grade level.
- Gains authentic experience in the classroom, participates in school-wide professional development, leads instruction, and receives frequent feedback and coaching. Teaching fellows are supported and held accountable by the Head of Primary School, the Assistant Head of Primary School, and the Head of Curriculum and Instruction.
- Is fully involved in the daily life of a Primary School classroom. Students range in age from 2-5 years.
- Assists with curriculum, instruction, and assessments to promote an appropriate instructional program and growth for every learner.
- Assists the lead teacher in differentiated Instruction and a social-emotional approach to student engagement.
- Uses observations and documentation of children's experiences to assist the lead teacher in writing student narratives.

- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Assists lead teacher in providing support to students; serves as student advocate, helping student families respond to specific cognitive, emotional, and developmental challenges.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Routinely assists with educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Works collaboratively with the primary school administration, school specialists, teachers, and colleagues to research curriculum best practices.
- Assists in providing a safe and joyful learning environment that integrates and assimilates the use of the Reggio-inspired approach.
- Participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Assists in providing students with a supportive, inviting, and interactive classroom environment where creative learning takes place.
- Ensures primary school facilities are ready for the start of school each day. This includes a clean classroom and orderly common areas.
- Assists in maintaining congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the primary school classroom.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Well versed with and adheres to school policies in all areas involving student interaction.
- Supports the Employee and School Handbooks.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Other duties as assigned by the Head of School and Head of Primary School including extracurricular activities.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.

- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

### **Qualifications**

- Bachelor's degree required.
- Prior experience working with children is preferred.
- Excellent verbal and written communications skills
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students

### **Physical Requirements and Work Environment**

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- Ability to work outdoors in a wide range of temperatures and weather.
- Occasionally lift to 30 pounds.
- Visual acuity, both near and far.
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Stooping, bending, kneeling, standing, walking, reaching.