

<b>Position Title:</b>	<b>Primary School Teaching Fellow</b>
<b>FLSA Classification:</b>	Non-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. – 4:00 p.m.
<b>Work Calendar:</b>	School Year

### **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 one-year maximum position.

### **Essential Functions and Tasks**

- Serves as an educator and works directly with the lead teacher and division leadership to initiate, implement, and oversee daily classroom experiences for students at a particular grade level.
- Gains authentic experience in the classroom, participates in school-wide and fellows-specific professional development, leads instruction, and receives frequent feedback and coaching. Teaching fellows are supported and held accountable by the Head of Primary School and the Assistant Head of Primary School.
- Is fully involved in the daily life of a Primary School classroom. Students range in age from 2-5 years.
- Assists in providing a safe and joyful learning environment that integrates and assimilates the Reggio-inspired approach.
- Implements a project-based curriculum that nurtures creativity and is fueled by student interests.

- Supports the lead teacher in implementing developmentally appropriate literacy and math practices.
- Assists the lead teacher in providing engaging differentiated instruction that meets students' social-emotional needs.
- Assists with assessments to track the growth of every learner.
- Uses observations and documentation of children's experiences to assist the lead teacher in writing student narratives and assembling student portfolios.
- Assists lead teacher in supporting students; serves as a student advocate, helping student families respond to specific cognitive, emotional, and developmental challenges.
- Communicates with parents, administrators, student services, and chaplains concerning the emotional and physical well-being of students within the classroom.
- Works collaboratively with the primary school administration, school specialists, teachers, and colleagues to research curriculum best practices and employ a growth mindset.
- Is assessed through 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.
- Assists in maintaining congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the primary school classroom.
- Supports the Employee and School Handbooks.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Other duties as assigned by the Head of School and Head of Primary School including extracurricular activities.
- Employees may be required to work remotely or engage in telework as determined by 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 at the employer's sole discretion.

## **Qualifications**

- Bachelor's degree required.
- Prior experience working with children is preferred.

- Excellent verbal and written communication skills.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

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

- Eagerness to work in an environment with various challenges and deadlines.
- Ability to work in a climate-controlled classroom and outdoors in a wide range of temperatures and weather.
- 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.
- Occasionally lift to 30 pounds.
- Stooping, bending, kneeling, standing, walking, reaching.