



Lower School Associate Teacher

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors. As we plan for the upcoming 2020-21 school year, we welcome your application, but will not have a clear picture of our staffing needs until later in the spring.

Position: Lower School Associate Teacher

Reports to: Head of Early Childhood and Lower School

Position Summary: The Associate Teacher supports the Lead Teacher in providing an engaging and developmentally appropriate educational environment in accordance with the Mission and Vision of Heathwood Hall.

Hours: The hours for this position vary depending on the needs of the School. Typically, Associate teachers work 8:00 am - 1:00 pm (25 hrs.) **OR** 8:00 am - 3:30 pm (37.5 hrs.). This is an exempt position and benefits eligible.

ESSENTIAL FUNCTIONS

Under the direction of the Lead Teacher, Associate Teachers assist with the following:

- Organizing and providing developmentally appropriate educational programs and instruction; planning and implementing curriculum and differentiated instruction for Lower School students
- Engaging students in the Responsive Classroom model of morning meetings; guiding children in their interactions with other children, adults, and their environments
- Planning and preparing a supportive and caring classroom environment in which children can learn and interact positively with one another; overseeing instruction and authentic assessment; supervising children in the classroom

All Associate Teachers are expected:

- To assume serious collaborative responsibility for the educational environment of the School by conducting themselves at all times in a responsible, ethical, and professional manner

- To be available one week before the opening of School to attend teachers' meetings, etc., and to be available one week after the Upper School's graduation to attend teachers' meetings and complete end-of-year duties
- To attend faculty meetings designated as important for associates
- To be present for all teacher workdays/in-service days as scheduled during the year
- To act as the Lead Teacher in his or her short term absence (three or fewer days)
- To maintain strong interpersonal communication with students, parents, colleagues, and administrators
- To utilize the online platform "Seesaw" to share what is happening in the classroom with parents
- To assist at School functions/traditions designated by the EC/LS Division Head as necessary for the operation of the School, e.g., Parents' Night, Open House, Chapel, Parent/Teacher Conferences, grade level special events, etc. It is understood that these duties may sometimes extend beyond the normal hours for school
- To participate fully in regular School programs, e.g., committees, assemblies, field trips, etc.
- To share in the planning and direction of student activities and School programs, if appointed by the Lead Teacher
- To maintain high standards for his/her on-going professional development and participate in professional development programs offered by the School
- To assume responsibilities as assigned for the supervision of students; it is understood that these duties may sometimes extend beyond the normal hours for school
- To use technology effectively as part of classroom instruction and for remote/connected learning
- To fulfill responsibilities as assigned by the EC/LS Division Head in regard to lunch and recess duty, AM and PM carpool
- To maintain and submit records including attendance, medical slips, acknowledgments, special permission forms, as required by the School
- To complete required HR training each year (CPR, first aid, mandatory reporting, handling of hazardous materials, etc.)
- To support the School's commitment to diversity, equity, inclusion, and multicultural education

SPECIFIC JOB SKILLS

The ideal candidate will:

- Enjoy working with young children and have an understanding of the developmental needs of children
- Be able to exercise classroom leadership as a facilitator of learning in whole group, small group, and individual settings
- Demonstrate energy, empathy, flexibility, and collaboration
- Understand basic technology skills - iPad and iPhone apps, Google Suite, email, photo editing, iMovie, etc.
- Maintain good organizational and communication skills
- Have the ability to lift 50 lbs. and move all around campus throughout the day

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- Three years' experience working with young children preferred

WORKING CONDITIONS

- Primarily indoor classroom teaching
- Occasional field trips
- Some evening and weekend commitments
- Outside travel between buildings required multiple times per day

To apply for this position, submit a cover letter, resume, and three references to:

Heathwood Hall Episcopal School
Kionia Robinson SHRM-SCP
Director of Human Resources
3000 S Beltline Blvd
Columbia SC 29201
Email: krobinson@heathwood.org

NO PHONE CALLS, PLEASE.

Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer.
Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law.
This position will require a Criminal Background Check.