

**Position Title:** Assistant Teacher PreK-8th Grade **Reports to:** Executive Director

**Employment Type:** Temporary, Seasonal **Hours:** 7:45 a.m. - 3:45 p.m.

**Salary:** $3250.00

**About the Organization**

Horizons at the Ethel Walker School is a community-centered, long-term learning program supporting students from the Hartford area. Horizons mission is to build long-term partnerships with students, families, communities, and schools to create experiences outside of school that inspire the joy of learning. The main component of Horizons is a six-week summer program located on the campus of The Ethel Walker School, where students participate in academic, cultural, and recreational enrichment activities, including teaching all students how to swim. The six-week program is supplemented by a growing school-year program, where students participate in out-of-school educational, enrichment and community service activities. Horizons at The Ethel Walker School operates a proven model and is part of an affiliated network with over 70 Horizons sites serving students across the country.

**Our Commitment to Equity, Diversity, Inclusion and Belonging**

Horizons at The Ethel Walker School strives to create an inclusive, affirming and welcoming environment that allows all team members to thrive. Because of our Network-wide commitment to EDIB, the ideal candidate for this role must be comfortable engaging in discussions, be self reflective, and be willing to challenge themselves and others to learn and grow continuously.

**About the Position**

Horizons at the Ethel Walker School is seeking dedicated, adaptable and effective Assistant Teachers with a dynamic talent for creating and nurturing a lifelong love of learning in children. We are looking for a talented, passionate, caring professional who will work as a team player and create a joyous, inclusive, inspiring and educational culture. The Assistant Teacher will work with a Lead Teacher and Reading Specialist and will be supported by the Executive Director. Grade level preference may be stated upon application, but final placement will be on an “as needed” basis.

**Key Responsibilities**

**Prior to summer programming**

–Attend orientation and training sessions

–Meet with the Lead Teacher and Program Leaders, as needed to support the design

and preparation of high quality, culturally responsive, project-based curriculum to

engage students in learning throughout our six-week summer learning program.

**During the summer program**

* Assist in planning community engagement and experiential learning opportunities
* In partnership with teaching staff, maintain cleanliness and completeness of the classroom environment and materials
* Support curriculum implementation with material making
* Lead one-on-one and small group instruction
* Promote social and emotional regulation and development amongst students
* Accompany and support students during swim instruction, enrichment activities and off-site field trips
* Supervise and participate in breakfast and lunch with students
* Attend community events and weekly faculty meetings
* Support the development of a safe, respectful, and fun learning environment
* Assist in evaluating student progress and program effectiveness
* Help maintain ongoing communication with lead teachers and families

\*In the event of the Lead Teacher’s absence, the Assistant Teacher will assume the Lead

Teacher role with support from other staff

**During the school year**

–Participate in the planning and delivery of Saturday Academies for students

and families

**Requirements**

–At least 2 years college or equivalent experience in the field of education or non-profit work

–A strong passion for creating brave, holistic and joyful educational opportunities in an all girls environment

**Program Dates:**

Family and Staff Orientation: Saturday, June 8, 2024 8:30-12:00

Staff Training and Planning: June 17-21, 2024 8:00 - 3:00

Six Week Program: June 24-August 2, 2024 7:45 - 3:45

Weekly Staff Meeting: Day & Time TBA

**All qualified candidates are encouraged to apply.**

**To apply, please submit a resume, cover letter, contact list of three (3) professional references to:** [**cross@horizons.ethelwalker.org**](mailto:cross@horizons.ethelwalker.org) **Carol Ross, Executive Director**

**For information on The Ethel Walker School please visit our website at** [**www.ethelwalker.org**](http://www.ethelwalker.org/)