

**The Wesley School**  
**Leave Replacement - 4th Grade Assistant Teacher**  
**Job Posting**  
**Position begins March 1, 2024**

**ROLE DESCRIPTION:** The Leave Replacement- 4th Grade Assistant Teacher is an educator who works in collaboration with their grade level team to support the needs of all learners inside and outside the classroom. The Assistant Teacher works with the Lead Teacher(s) but reports to the Assistant Head for Academics.

The responsibilities of the Assistant Teacher include, but are not limited to:

- Understanding of and support for the mission and philosophy of the school
- Understanding of and adherence to all school policies and procedures
- Assisting with small group and individual instruction to remediate, enrich, or extend the Lead Teacher's large group instruction
- Collaborating with the Lead Teacher and student support personnel to support the needs of students with identified learning challenges
- Identifying, reproducing, and/or distributing instructional and curricular resources at the discretion of the Lead Teacher
- Demonstrating the sensitivities and skills necessary to imbue each child with a sense of caring, confidence, and capacity to learn
- Participating actively in ongoing professional development initiatives, including but not limited to scheduled faculty meetings, in-service meetings, and professional learning opportunities on and off campus, as their schedule allows
- Modeling sensitivity, cooperation, flexibility, and resiliency in all interactions with colleagues and parents/guardians
- Supporting the Lead Teacher's efforts with reliability, punctuality, and confidentiality, attending to details and anticipating needs
- Safeguarding the physical safety of all children by anticipating potential hazards and addressing them, actively observing children, and responding to their injuries and needs
- Helping to maintain a classroom environment that supports and extends children's learning
- Performing supervision duties as needed within the School, including but not limited to regularly scheduled duties and additional responsibilities that may arise to support individual children's needs, grade level goals, or division-wide initiatives
- Accompanying students to specialist classes when they are needed to support students' learning
- Engaging in the life of the School community by attending grade level and school-wide special events
- Supporting the School and its leadership in the context of admissions events, parent communication, and in the broader community by sharing and affirming the School's strengths

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions

of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING ENVIRONMENT:** Sitting or standing for prolonged periods of time. Light to moderate lifting (up to 30 pounds). Specific vision abilities required by this job include close vision, ability to adjust focus, and sound hearing. The noise level in the work environment is usually moderate to loud. The ability to speak clearly and coherently is also required. Reaching, kneeling, pulling, pushing, bending, crawling, walking, running, jumping, writing, and keyboarding.

Salary ranges \$28-\$30, depending on experience.

Interested candidates should send a cover letter and a current resume to [hr@wesleyschool.org](mailto:hr@wesleyschool.org) and include "Leave Replacement-4th Grade Assistant Teacher position" in the subject line.

The Wesley School is an equal opportunity employer committed to providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, age, disability, national origin, gender identity, sexual orientation, marital status, ancestry, religion, and genetic information. Candidates of color and candidates from other groups traditionally underrepresented in independent schools are encouraged to apply.