



# WISSAHICKON CHARTER SCHOOL

## **Assistant Teachers for Grades K to 2**

Wissahickon Charter School is looking for Assistant Teachers for grades K through 2.

The Lower School Assistant Teacher position includes classroom (4.5 hours/day) and recess duties (30 min/day) and is 27.5 hours/week.

### **Key Responsibilities**

#### **Classroom responsibilities include but are not limited to:**

- Assisting the lead teacher during lesson(s)
- Leading students in small breakout groups guided by the teacher's direction
- Instructing students one-on-one when necessary
- Communicating daily with the lead teacher
- Supporting classroom management and student discipline follow-up
- Holding students accountable to individual classroom rules and Wissahickon Charter School (WCS) rules
- Completing administrative duties for the classroom as necessary (data entry, homework review, filing, making copies)
- Supporting students using the "Talk it Out" method for resolving conflicts
- Understanding and applying Responsive Classroom (RC) techniques when interacting with students and colleagues
- Noticing and conveying uncharacteristic student behavior to teachers, counselors or other administration to ensure students' well being

#### **Recess Duties include but are not limited to:**

- Ensuring the welfare and safety of the students at all times
- Engaging students on various levels from group activities and sports to conversations
- Supporting students on a one-on-one basis if necessary
- Being mindful of other community members sharing outdoor space with our students and ensuring our students' safety
- Encouraging environmental exploration if possible
- Interacting with students in a friendly but professional manner
- Holding students accountable to all WCS rules
- Enforcing disciplinary action with consistency when infractions occur
- Supporting students using the "Talk it Out" method and understanding and applying Responsive Classroom (RC) techniques when interacting with students
- Noticing and conveying uncharacteristic student behavior to teachers, counselors or other administration to ensure students' well being

#### **General Expectations include but are not limited to:**

- Being on time and present in your role each day



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- Conducting yourself in a professional manner at all times
- Understanding what constitutes appropriate interactions with students and other staff members
- Ensuring adult conversations are held in spaces provided for adults
- Wearing business casual clothing with the understanding that ATs will go outdoors each day in all seasons
- Limiting cell phone and other electronic use to break times or when emergencies arise; always away from students when possible
- Contacting your supervisor and lead teacher when you are unable to come to work via phone and/or email

## **Qualifications**

- Associates degree required, Bachelor's degree preferred. Degree in education a plus.
- Pennsylvania Criminal Record Check, Pennsylvania Child Abuse History Clearance, FBI clearance and a current health assessment
- Passion for education
- Interest in the mission of Wissahickon Charter School, and a belief that all children can learn
- Reflective and open to learning
- Appreciation of the unique strengths and challenges of students' in grades K-5
- Experience working with students, in a school setting preferred
- Ability to work with a variety of colleagues who have diverse teaching and organizational styles
- Commitment to learning about and consistently implementing Responsive Classroom practices

## **Compensation:**

The position is about 27.5 hours a week and pays an hourly rate of \$12/hour. When the teacher is absent or in training, the AT's can substitute at a rate of \$120/day.

## **How to Apply**

To be considered, please send the following to [applicant@wissahickoncharter.org](mailto:applicant@wissahickoncharter.org). Please indicate "Assistant Teacher" in the subject line.

1. Cover letter indicating why you would be a great fit for this position and WCS
2. Resume

*Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.*