



WISSAHICKON CHARTER SCHOOL

Lower School Assistant Teachers- Fernhill and Awbury Site

Wissahickon Charter School is looking for lower school Assistant Teachers. Candidates currently enrolled in or recently graduated from teacher education programs are strongly encouraged to apply, as this position provides invaluable classroom experience. Experience as an assistant teacher for a year is great preparation for individuals who are looking to grow and become lead teachers in the future.

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



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- 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
- 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

- Associate's 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 \$10/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. Please indicate "LS 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.

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