

THE GORDON SCHOOL
Lower School Teaching Assistant Job Description
January 2022- June 2022

The Gordon School is a racially diverse nursery through eighth grade coeducational independent school in East Providence, RI. The curriculum is rooted in multicultural practice and social justice, with an emphasis on developing intellectual leadership, active imagination, and a child's natural inquisitive nature. Students are challenged and inspired to be active workers toward their own education and teachers strive to develop meaningful relationships with each child and family.

We are seeking teaching assistants who will support an interdisciplinary team of teachers in Nursery to fourth grade, with a primary focus on first grade. The ideal candidate will have experience working with young children and have an understanding of educational, social-emotional, and developmental stages appropriate for the grade. The hours of this position are 8-3:30.

Gordon School is taking all the precautions necessary to keep students, faculty, staff and families safe during this time of COVID-19. All employees and students will wear masks and adhere to physical distancing guidelines. Employees and students are required to complete a daily health screening.

Prerequisites for the Position

- Possess an undergraduate degree at a minimum
- Have experience working with children of this age and with their parents
- Possess the physical and mental attributes required for working with elementary aged children
- Appreciate and enjoy working with children of this age
- Be energetic, creative, flexible, resilient and open to change and new ideas
- Possess good organizational capabilities and be able to implement these effectively
- Have strong interpersonal skills which support and engender trust and be able to work as a positive member of a team of teachers
- Have a deep sense of community, be respectful of adults and children, understand and respect human differences and support multicultural practice and pedagogy
- Have experience working in a racially diverse community
- Be a thoughtful and effective listener
- Be able to communicate with parents, colleagues, and students clearly and accurately, both orally and in writing
- Have a strong sense of self, a good sense of humor, and a positive outlook on one's professional endeavors
- Familiarity and comfort with digital platforms like Zoom, Seesaw and Google Classroom

Duties and Expectations

- Report to the Early Childhood and Lower School Division Director
- Under the direction of the Lead Teacher, deliver instruction and support to students throughout their day
- Promote student involvement and participation in all aspects of the program
- Help to set and monitor the tone of the classroom to ensure an environment which is well-ordered and exhibits respect for classmates, teachers, and the school as a whole
- If necessary, teach remotely using Zoom, google classroom, Seesaw or other digital learning platforms
- Supervise lunch, recess and help set up learning activities.
- Serve as a substitute teacher when the classroom teacher is not available

Please send a resume and cover letter as a pdf to Alethea Dunham-Carson, Assistant Head for Teaching and Learning, adunhamcarson@gordonschool.org. No calls please.