

# Pre-Kindergarten Associate Teacher

Convent of the Sacred Heart

New York , NY

Assistant Teacher

Posted on April 21, 2022

---

## Job Description

Convent of the Sacred Heart, seeks a Lower School Associate Teacher.

The Lower School Associate Teacher Program is a two-year teacher-training program in one grade level designed for college graduates pursuing a career in teaching. Associate Teachers have the option to apply for a third year in a different grade level.

Associate Teachers will also participate in the CSH Mentoring Program. This is a two-year program in which Associate Teachers regularly meet with the Director of the Mentoring Program (our LS Dean of Academics & Faculty Development). The vision of the program is for Associate Teachers to work with their Head Teachers, so together they can create a space where every child can achieve her greatest potential, as well as Head Teachers working and sharing feedback with their Associate Teachers to help them gain experience and new understandings towards their goal of becoming a better teacher. This is an opportunity for regular in-house professional development. In the second year of the program, Associate Teachers may be given more classroom responsibility at the discretion of the Head Teacher, and with the guidance of the Director of the Mentoring Program will develop and teach an extensive unit in math, reading, writing, or social studies.

## Responsibilities

- Maintain congruence between the school and the mission as articulated in the Goals and Criteria of Sacred Heart schools
- Provide a warm and inviting classroom community that promotes a positive and productive learning environment in which each student feels a sense of belonging

- Commit to addressing social justice, diversity, equity, and anti-racist, anti-bias education in the curriculum through lessons, actions, and discussions, as well as programs such as Learning for Justice (formerly Teaching Tolerance)
- Assist the Head Teacher by participating in all aspects of classroom life, including but not limited to classroom management, curriculum design, and lesson and project preparation and instruction
- Differentiate instruction to support group and individual learning, and provide additional support and enrichment to students in small groups and one-to-one as needed
- Select and utilize texts, posters, resources, and language that represent a wide range of identities in daily lessons
- Support Head Teachers in preparing for and conducting parent conferences and reviewing progress reports, as well as reporting on the growth, learning style, and behavior of the students
- Identify and respond to individual student's academic and social-emotional needs in collaboration with the Head Teacher and the Support Services Team, and support in monitoring student progress to determine the effectiveness of interventions
- Collaborate effectively with grade-level team members, specialists, specialty teachers, and administrators by meeting regularly, sharing resources, and maintaining strong communication in order to support students and to enhance the curriculum, update curriculum maps, and plan and integrate thematic units of study across the curriculum
- Perform assigned, ongoing scheduled responsibilities with care (roof duty, lunch duty, dismissal, bus duty dismissal, escorting students to and from specialty classes, etc.)
- Attend and participate actively in grade level, division, and whole school faculty meetings
- Assume the role of Head Teacher if the Head Teacher is absent for any reason

## **Qualifications**

- Experience working with elementary school children
- Solid understanding of child development, including cognitive, social, and emotional development
- Knowledge of, appreciation for, and demonstrated commitment to anti-racist, anti-bias education, multicultural teaching, and culturally responsive pedagogy
- Effective oral and written communication skills
- Strong interpersonal and collaboration skills

- Extremely detail-oriented
- Experience in teaching with technology, especially Google, Zoom, Seesaw, and Smartboard
- Ability and willingness to adapt to changing circumstances (comfortability with both teaching in-person and virtually as well as occasionally supporting in coverage across grade levels)
- Experience with Learning for Justice (formerly Teaching Tolerance), Singapore Math, Foundations, Fountas & Pinnell, and Writer's Workshop preferred

## **Application Instructions**

Please apply through the [Sacred Heart Website](#).

## **Additional Information**

**It is the policy of Sacred Heart to provide equal employment opportunity to all employees and applicants. This means that all employees and applicants will be treated on an equal basis without regard to race, religion, color, gender, sex, age, national origin, ancestry, citizenship status, marital status, pregnancy, military status, Vietnam or other veteran status, sexual orientation, domestic partnership status, disability, genetic information, gender identity, unemployment status or any other status protected by law. In addition to the protected classifications included in our EEO policy, the School also prohibits any form of discrimination or harassment based on being a certified medical marijuana patient, arrest or conviction, or domestic violence victim status in accordance with state law. This policy applies to all terms, conditions and privileges of employment, including but not limited to: hiring, training, faculty development, promotion, compensation, benefits, educational assistance, employee facilities, termination, and retirement. Any employee who engages in conduct that violates this policy is subject to discipline, up to and including termination.**