



Pre-Primary Assistant Teacher

Pre-Primary Assistant Teachers are part of the Gulf Stream faculty and an integral component of the educational program. Working collaboratively with Lead Teachers, Assistant Teachers report to the Pre-Primary Coordinator. Assistant Teachers should be able to incorporate multiple teaching styles and varied approaches with their students and should possess strong interpersonal and written communication skills. A passion for education, a love of teaching pre-primary children, intellectual curiosity, the ability and inclination to work as part of a team, and a commitment to ongoing professional development are expectations of the position.

Professional Qualifications:

- Member of the teaching faculty, whose primary responsibility is to work with his/her Lead Teacher(s) (LT) in implementing all aspects of the curriculum.
- Regularly teaches whole group lessons as directed by the LT, including instruction in core learning components such as English / Language Arts, Social Studies, and Mathematics.
- Is present in the classroom and fully engaged with the students during instructional periods.
- Assists the LT in evaluating students, provides input for report cards, and contributes to writing report cards where appropriate.
- Assists the LT in providing learning accommodations.
- Seamlessly steps in for the LT if/when the Lead is absent.
- Works with individual students and small groups as directed by the LT.
- Assists in preparing lesson materials, centers, transitioning students to and from the classroom, and supervising students at recess and lunch.
- Shares handling of behavioral/disciplinary issues as they arise and assists in notifying parents.
- Communicates with parents as needed and/or directed; attends and contributes to parent/teacher conferences.
- Attends training sessions as directed; seeks out and attends professional development opportunities of interest to him or her.
- Attends all division and School meetings.

- Is evaluated annually by the Pre-Primary Coordinator or another administrator appointed by the Head of School.

Required Skills/Abilities:

- Exceptional verbal and written skills.
- Tact and poise when interacting with parents of young children.
- Good judgement.
- Excellent organizational skills and attention to detail; ability to prioritize, take initiative, and address several challenges simultaneously.
- Pleasant personality, collaborative style, professional demeanor, appearance, and attitude.
- Well-versed in classroom technologies, email, the Blackbaud Learning Management System, and office equipment related to the position.
- Ability to maintain confidentiality

Education and Experience:

- A Bachelor's Degree in Early Childhood education or a related field, or actively pursuing a Bachelor's Degree.
- Early childhood 40-hour Department of Children and Families certification preferred; required within 90 days of hire.
- Experience working with Pre-Primary children.



Lower School Assistant Teacher

Lower School Assistant Teachers are part of the Gulf Stream faculty and an integral component of the educational program. Working collaboratively with Lead Teachers, Assistant Teachers report to the Lower School Coordinator. Assistant Teachers should be able to incorporate multiple teaching styles and varied approaches with their students and should possess strong interpersonal and written communication skills. A passion for education, a love of teaching lower-school children, intellectual curiosity, the ability and inclination to work as part of a team, and a commitment to ongoing professional development are expectations of the position.

Professional Qualifications:

- Member of the teaching faculty, whose primary responsibility is to work with his/her Lead Teacher(s) (LT) in implementing all aspects of the curriculum.
- Regularly teaches whole group lessons as directed by the LT, including instruction in core learning components such as English / Language Arts, Social Studies, and Mathematics.
- Is present in the classroom and fully engaged with the students during instructional periods.
- Assists the LT in evaluating students, provides input for report cards, and contributes to writing report cards where appropriate.
- Assists the LT in providing learning accommodations.
- Seamlessly steps in for the LT if/when the Lead is absent.
- Works with individual students and small groups as directed by the LT.
- Assists in preparing lesson materials, centers, transitioning students to and from the classroom, and supervising students at recess and lunch.
- Shares handling of behavioral/disciplinary issues as they arise and assists in notifying parents.
- Communicates with parents as needed and/or directed; attends and contributes to parent/teacher conferences.

- Attends training sessions as directed; seeks out and attends professional development opportunities of interest to him or her.
- Attends all division and School meetings.
- Is evaluated annually by the Lower School Coordinator or another administrator appointed by the Head of School.

Required Skills/Abilities:

- Exceptional verbal and written skills.
- Tact and poise when interacting with parents of young children.
- Good judgement.
- Excellent organizational skills and attention to detail; ability to prioritize, take initiative, and address several challenges simultaneously.
- Pleasant personality, collaborative style, professional demeanor, appearance, and attitude.
- Well-versed in classroom technologies, email, the Blackbaud Learning Management System, and office equipment related to the position.
- Ability to maintain confidentiality

Education and Experience:

- A Bachelor's Degree in Elementary Education or a related field, or actively pursuing a Bachelor's Degree.
- Experience working with lower schoolers.