

Peninsula School

Founded in 1925, [Peninsula School](#) is a thriving progressive learning environment serving 252 Nursery through 8th grade students. The school is in an exciting time as it approaches its centennial in 2025: A robust [strategic plan](#) is in place, enrollment is strong, the school has no debt, owns its 6.5 acres of land and buildings, and has a record of excellent financial management including healthy endowments.

Position: Substitute Assistant Teacher

Time Period: February 14 - June 15, 2022 (4 months)

[Peninsula School](#) is seeking two substitute Assistant Teachers to support the school from February through June 15, 2022. The positions include:

- Part time 3rd grade Assistant Teacher (M-F from 8:45 am to 12:30 pm)
- Full time 7th grade Assistant Teacher (M-F from 8:45 am to 3:15 pm)

Position Overview

The primary responsibility of an Assistant Teacher at Peninsula School is to help implement the class program. The Assistant Teacher works closely with the Head Teacher, and specific duties in each Nursery – 8th grade classroom may vary. The purpose of the Assistant Teacher role is to help enrich the children’s experience at the school and provide additional support for the Head Teacher to effectively carry out the program. The school views the Assistant Teacher’s contribution in the classroom as a critical component of the child’s experience.

Primary duties and responsibilities include:

Classroom Duties:

- Carry out the philosophy of the school, including fostering a love of learning, promoting the child’s independence, and demonstrating a respect for the children.
- Implement the class program as directed by the Head Teacher.
- Assist Head Teacher to teach academic and non-academic projects.
- Assist children with improving Social and Emotional Learning, including interpersonal relationships and solving conflicts with other children.
- Conduct the class program when the Head Teacher is not present.
- Assist with classroom set-up and organization.
- Ensure the safety and well-being of the children.
- Perform other duties as directed by the Head Teacher.
- Additional duties will vary from classroom to classroom.

Other:

- Attend staff meetings, in-service meetings, and other meetings as appropriate, according to individual classroom needs.
- Contribute to staff collaboration and consensus building.

- Depending upon the needs of the particular classroom, duties may also include attending field trips and camping trips and attending parent-teacher conferences and/or class meetings.

Qualifications: An interest in children and progressive education; previous teaching experience or experience working with children; ability to communicate well and forge cooperative relationships; ability to work independently; an understanding of child development; a high school diploma is required and a bachelor's degree is preferred. A background check, including fingerprinting, and proof of ability to work in the U.S. are required for the position. A valid California driver's license is preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is required. While performing the duties of this job, the employee is regularly required to sit; use hands, talk and hear. The employee is frequently required to reach with hands and arms. On occasion, the employee is required to stand, walk, stoop, kneel, or crouch. The employee is required to operate a computer and office productivity machinery, communicate across a variety of media, and work in close proximity to others. The role may also require the employee to work in inclement weather during special activities and/or work at a desk for extended periods of time. While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to sit (sometimes for extended periods); stand; walk on a variety of surfaces; climb stairs, bend and squat when communicating with younger students; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

The noise and activity level in the work environment is variable, with times of quiet and times of high stimulation and activity. The mental and emotional demands of the position are considerable. The employee will interact with individuals in heightened emotional states and Will encounter complex and emotionally challenging situations involving children and adults.

TO APPLY: *Peninsula School is an equal opportunity employer and we actively promote the principles and practices of diversity throughout the school community. We offer competitive compensation and a progressive community dedicated to learning and engaged citizenship. We encourage people of under-represented groups to apply (<http://www.peninsulaschool.org/dei>). Please send a cover letter and resume to hr@peninsulaschool.org.*