

**Presidio Hill School
San Francisco, CA**

Job Title: Lower School Assistant Teacher
Status: Full-Time, Non-exempt
Start Date: August 2017

School Description

Presidio Hill School is an independent, progressive school serving 220 students enrolled in transitional kindergarten to 8th grade. The lower school has approximately 125 students and 20 faculty members, grades TK-5.

Established in 1918, Presidio Hill School is the oldest continuously operating progressive school in California. In keeping with that heritage, Presidio Hill continues to offer its students a challenging, project-based curriculum that prepares them for the future by attending to their developmental needs. Guided by an expert and caring faculty, students learn to be confident and curious, to be creative problem solvers and independent, critical thinkers. Learning is collaborative and active.

Our vibrant, diverse, and supportive community allows students to explore their unique voices, traits, and talents; our emphasis on the importance of community and service encourages students to develop self-awareness, personal character, resilience, and an understanding of their role as stewards of the planet and citizens of the world.

Position Description

Presidio Hill School seeks a full-time Assistant Teacher for our lower school to begin August 2017. Candidates will ideally have hands-on experience teaching or assisting in the primary and/or upper elementary grades, as well as some experience in higher education courses focused on child development, pedagogy, and instruction. Presidio Hill is strongly committed to hiring and supporting a diverse faculty and staff and to promoting an understanding of difference and cultural competency in all curriculum and interactions.

The position requires excellent communication and organizational skills, in addition to the ability to follow detailed instructions. Candidates should possess substantial experience working with young children, a positive attitude, and a desire to work in a bustling school environment. Candidates should be reliable and flexible with the capacity and desire to be a self-starter. A passion for working with children ages 4-11 and their parents/guardians, a commitment to lifelong learning, and a sense of humor are essential.

Primary Responsibilities:

- Support the lead teacher
- Work closely with the lead teacher to plan lessons and activities
- Set up the classroom and help manage materials
- Help plan field trips, events, and class celebrations
- Assist the school by covering several recess and lunch duties per week

This position may also lead small groups, work one-on-one with students, and support the lead teacher in classroom management when he or she is leading full class lessons.

Skills, Qualifications, and Experience

The Lower School Assistant Teacher will be a good listener who is excited about education and innovation.

In addition, the Assistant Teacher will possess:

- A Bachelor's degree. A graduate or in-progress graduate degree related to education is desirable
- Effective communication and collaboration skills
- Good humor, energy, and a love of learning

Presidio Hill School seeks a faculty and staff that reflect the broad range of diversity in the San Francisco Bay Area. We actively support equal opportunity for all people and encourage people of color and LGBTQ candidates to apply. Our school is strongly committed to learning about and promoting cultural competency in all interactions and programs.

Interested candidates should send a cover letter, résumé, and a list of two to three references and/or letters of reference via email (with *Assistant Teacher* in the subject line) between January 31st and Feb 15th to:

Lisa Jeli

Assistant Head of School

lisa@presidiohill.org