

Second Grade Assistant Teacher Position

Job Title: Second Grade Assistant Teacher
Department: Lower School
Reports to: Mrs. Erin Harper, Head of Lower School
FLSA Status: Non-Exempt
Position Status: Faculty, full-time, benefited

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,825 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of *The Charlotte Observer's* "Top Workplaces 2023", "Top Workplaces 2022", "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time teaching position beginning August, 2024.

Responsibilities: The role performed by the teacher assistant varies with the particular assignment and classroom placement. The teacher assistant is responsible for both classroom management and instructional tasks. He/she will be asked to collaborate with the teacher, and share special skills and talents. He/she must be able to successfully lead small group instruction as requested by the lead teacher to reinforce, review, or extend concepts taught in class. The teacher assistant will also serve as lead teacher when needed and will resume all lead teacher responsibilities if the lead teacher is absent. He/she should demonstrate an integrated personal and professional commitment to cultural competency and a strong commitment to leading, learning, and teaching in a diverse community. In addition to typical teacher assistant responsibilities, his/her assistance will be required for outside of the classroom activities such as, but not limited to, lunch and recess duty, special area classroom assistance, and carpool duty.

Qualifications: Education background in Elementary Education, Early Childhood Education, and/or Gifted and Talented Instruction, Psychology, and/or Special Education. Candidates must be culturally competent.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical/dental coverage.

Application Process: Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.TeacherAssistant-Grade2@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).