POSITION ANNOUNCEMENT: ASSISTANT TEACHER, SUMMER 2020
LOCATION: Horizons at San Francisco Friends School

Organization Background
Horizons at San Francisco Friends School (SFFS) is an award-winning program that helps build brighter futures for low-income children in the Mission District of San Francisco. Modeled after the national Horizons Student Enrichment Program, Horizons’ intensive six-week summer program is designed to prevent summer decline in academic performance and close the opportunity and achievement gaps. The program begins in Kindergarten and serves its students through 8th Grade, helping them build skills and self-confidence and realize their full potential through a unique blend of academic and cultural and recreational enrichment activities. Additionally, Horizons provides year round programming to its students and families throughout the year. Working in partnership with Horizons families, referring schools in the Mission District, and the host school, Horizons at SFFS is committed to developing the whole child and offers activities that promote higher-level thinking and perspective, develop academic skills, leadership, and self-efficacy—all while raising student aspirations and expectations for their lives. Horizons currently serves approximately 119 students from Kindergarten through sixth grade and will continue to grow through 8th Grade. For more information about Horizons at SFFS, please visit http://www.horizonsatsffs.org, https://www.facebook.com/HorizonsSFFS and http://www.horizonsnational.org/.

Position Overview
Horizons at SFFS is seeking dedicated and enthusiastic Assistant Teachers with experience working with K–6th Grade youth and a strong desire to make a difference in the lives of low income students from San Francisco. The Assistant Teacher works with a Lead Teacher to design activities and lessons for the class, helps with the organization and supervision of playground and other activities, and accompanies students to swimming lessons and on field trips. He/she is a positive role model who collaborates with the Horizons staff and volunteers to support the academic and social-emotional success of each and every Horizons student throughout the six week summer program. Candidates must be willing to work as a team player to build this vibrant program and help fulfill the Horizons mission. He or she will work in collaboration with and report to the Lead Teacher and will serve as part of the larger Horizons at SFFS team. It is our hope that Horizons summer staff will be open to returning to the program for more than one summer, as we continue to work together, support our students, and build the program and the community.

Essential Job Functions:
The Assistant Teacher will work with the Executive Director and Horizons staff and volunteers to develop and nurture a safe, respectful, challenging and inclusive learning environment where students have a strong sense of belonging and in which they feel happy, safe, and excited to participate. The Assistant Teacher will assist the Lead Teacher in the classroom duties of teaching and caring for 17 students during Horizons’ six week summer enrichment program at the San Francisco Friends School. Assistants will be involved in most, if not all, of the following duties at the direction of the Lead Teacher, Curriculum Director, and ED:

- Help plan daily classroom schedule and assist with instruction
- Supervise children during recess, lunchtime, arrival and dismissal
- Greet and build trust with parents and family members before and after school, at events, and throughout the 6 week program
- Maintain classroom spaces, prepare materials for lessons and conduct student observations
- Work with individual, small and large groups of children in all subjects
- Read aloud to students
- Provide short-term coverage for lead teachers, as needed.
● Help plan, accompany and provide encouragement to students during swim instruction lessons, field trips, and other activities. May involve being in the pool to ensure the safety of swimmers
● Help plan and lead fun, community building games, activities and enrichment classes
● Participate in daily meals with the students, Family Nights, and Faculty Meetings
● Attend a one week orientation session prior to the start of the program. Timing will depend on scheduled workshops as well as individual classroom prep.
● Assist in evaluating program effectiveness
● Help maintain ongoing communication with parents, caregivers and teachers
● Meet regularly with Lead Teacher, Curriculum Director, ED, volunteers, and others as needed to accomplish goals and/or problem-solve as issues occur.

QUALIFICATIONS:
The ideal Assistant Teacher will be flexible, collaborative and mature, willing to adapt to the needs of his/her mentor teacher and the overall school/program and able to help implement strategies to engage students in active learning. Professional, caring educators who take initiative and demonstrate creative problem solving skills will find Horizons at SFFS to be a lively, inspiring and engaging community. In addition to a strong commitment to Horizon’s mission, this position requires:
● A strong passion for working with youth and a strong desire to address racial and socioeconomic disparities in educational opportunities and outcomes
● The ability to relate effectively to a diverse community, demonstrate an understanding of culturally responsive teaching and learn/implement effective strategies for teaching second language learners
● Understanding and knowledge of the issues and challenges facing Latino and other immigrant and low income families living in the Mission District
● Fluency in English/ Spanish, (bicultural preferred)
● Experience in a K-6th Grade classroom supporting effective, project based academic curriculum
● Familiarity with classroom management strategies, social emotional learning, and the importance of developing children’s noncognitive skills such as focus, determination, empathy and self discipline.
● Subject matter knowledge and interest in teaching an enrichment class in the arts, multimedia, or STEM
● Excellent communication, interpersonal, organizational and time management skills.
● Ability to learn from feedback and to work as a member of a multidisciplinary team.
● BA, preferably in education, child development, or a related field
● An interest in developing his/her skills as an educator or working towards an elementary teaching credential or equivalent, (BCLAD preferred).

Schedule
The rate of pay for the Assistant Teacher position is $19-$22 per hour, commensurate with experience. The position is full time (non exempt) during the six weeks of the program (8 am to 4 pm) and includes two Saturday morning family orientation events, several Spring planning meetings (dates TBD) and a week of training and prep prior to the program’s start. For ongoing staff, the position may also include participation in several Saturday morning year round family events during the 2020/21 school year.

Dates:
Summer, 2020
  Monday, June 15 - Friday, June 19 - Teacher orientation week and classroom set-up
  Monday, June 22 - Friday, July 31 - Six-week program (no program on July 3rd)

Year-round program:
  Required Dates: Saturday, May 16, 2019 and Saturday May 30 from 9:30-12:30

To Apply: Please email a resume and cover letter, outlining your skills and experience (PDF format, please) to Abby Rovner, Director of Horizons at San Francisco Friends School at arovner@sffriendsschool.org with subject line “Horizons at SFFS Assistant Teacher”.

Horizons at San Francisco Friends School is an equal opportunity employer.