

# Peninsula School

## Assistant Teacher Job Description 2024-2025

[Peninsula School](#), a leader in progressive education since 1925, is a nursery-8th grade school where children thrive and develop to their full promise as confident contributors in the world. At Peninsula, children learn about themselves and others, discover their passions, and grow intellectually in an inclusive community rich with choices, exploration, and play. In addition to intellectual development and social and emotional learning (SEL), Peninsula School has an explicit focus on educating for democracy, student choice and voice, and social justice. Peninsula School will celebrate its centennial in 2025.

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**Job Title: Assistant Teacher (.81 FTE, benefited position)**

**Hourly rate: \$29.57 per hour**

**Position Overview:** The primary responsibility of the classroom assistant at Peninsula School is to help support the Head Teacher to 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 program is to help enrich the children’s experience at the school. 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:**

- Implement the class program as directed by the Head Teacher.
- Assist Head Teacher to teach academic and non-academic projects.
- Assist children with improving interpersonal relationships and solving conflicts or issues with other children.
- Conduct the class program when the head teacher is not present.
- Build personal relationships with students.
- Assist with classroom set-up and organization.
- 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.
- Ensure the safety and well-being of the children.
- Support students in Specialist classes and Activities as needed.
- Actively support children in small group instruction.
- Support an inclusive and equitable classroom environment
- Support students with accommodations to fully access the curriculum
- Perform other duties as directed by the head teacher.
- Additional duties will vary from classroom to classroom.
- Mandated reporter per the State of California and Department of Education
- Support student social emotional learning

**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 parent meetings.
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.
- Attend professional development as directed by the Head of School or other supervisors
- Reports to Head Teacher
- Placement is at the discretion of the school with consideration of Assistant and Teacher preferences

**Required Qualifications and Competencies:**

- Total resonance with the mission, vision, values and strategic direction of Peninsula School including a demonstrated commitment to diversity, equity, and inclusion
- Previous experience working with children and/or teaching experience in school settings
- Demonstrate complete integrity and inspire trust in order to effectively establish and maintain cooperative and collaborative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace
- A commitment to diversity, equity, inclusion and belonging
- An understanding of child development
- Display initiative, internal motivation, growth mindset, flexibility, curiosity, and a commitment to whole-child learning and growth.
- Be punctual and dependable.
- Valid California driver's license
- Initial and continued criminal background clearance by DOJ and FBI
- Initial and continued tuberculosis clearance
- 12 semester units of early Childhood Education coursework (Nursery positions only)
- CPR and First Aid (every 2 years)

**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. 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.

**To Apply:**

The start date for this position is 8/19/24. Please fill out an [employment application](#) and send it with a cover letter and resumé, to HR@peninsulaschool.org.