



JOB DESCRIPTION

Position Title:	Support Teacher
Date Modified:	January 2016
FLSA Classification:	Non-Exempt, Instructional Staff
Reports To:	Principal(s)

Position Overview:

The Howard School recognizes and celebrates learner passions and strengths, while also addressing their disabilities and weaknesses, and believes that learners are neither defined nor limited by labels. We seek an experienced educator to join an interdisciplinary team who is committed to interactive project-based learning, student self-knowledge and self-advocacy, the expressive arts, and collaboration. Ideal candidates have the attributes of flexibility, humor, collaboration, creativity, and passion for emerging research and pedagogy. They must possess the insight and skills to participate fully on a team which brings research-based expertise, depth of experience, and enthusiasm to a full and robust academic program that includes the arts, technology and athletics.

Position Purpose:

To support the Lead Teacher with work and activities inside and outside of the classroom, expanding opportunities for more individualized instruction and collaborative teaching.

Teacher Characteristics:

- Committed to designing and adapting instruction to meet a range of student learning needs and interests
- Committed to multidisciplinary instruction, encouraging students' creative expression, incorporating student interest and passions, and developing critical thinking
- Curious about the world of ideas across multiple disciplines, and excited to teach across different disciplines.
- Committed to and skilled in differentiation
- Highly collaborative and excited about generating curriculum and assessment ideas in a team setting
- Curious, creative, self-reflective, and willing to take initiative and run with new ideas
- Clear and engaging communicator with children and adults

Essential Functions

- Works with students in whole groups, small groups or individually during classroom learning experiences, as directed by Lead Teacher
- Supervises and assists students during carpool, breaks and lunch periods
- Escorts and/or accompanies students to P.E., art and music classes, or other special arrangements



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- Performs administrative/class related duties to support the classroom, including making copies, returning phone calls, etc.
- Prepares for classroom learning experiences by organizing appropriate materials as directed by Lead Teacher
- Escorts and/or accompanies students to the office for medical attention
- Schedules, confirms and arranges transportation for field experiences
- Accompanies students on field experiences, which may include overnight trips
- Drives school vehicle (optional but preferred)
- Monitors and/or maintains classroom guidelines, as directed by Lead Teacher
- Escorts and/or accompanies students, per procedures, during emergency situations
- Attends faculty meetings and POD meeting, as directed by Lead Teacher and/or Principals
- Leads class when teacher is absent and/or involved in collaborative planning or meetings
- Assists Lead Teacher and students with student-run conference preparation
- Assists teachers during pre-planning and on teacher work days
- Attends conferences or supervises students during conferences
- Any other tasks as assigned by the Lead Teacher and/or Principal and her/his designee
- Performs other duties as assigned
- May drive the school bus
- Regular and predictable attendance is an essential function of the job

Qualifications

- Bachelor's degree required.
- At least one year of experience with children and/or adolescents required; experience in a classroom environment in a supporting role preferred
- Math and/or reading experience a plus.
- Basic computer skills (typing, Microsoft Word and Internet) helpful.
- Ability to work with collegial teams.
- Flexible teaching background and interest in teaching electives, coaching and/or advising clubs is a plus

Physical Requirements and Work Environment

1. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in



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- normal classrooms, outdoors and on the telephone; physical agility to lift up to 75 pounds; and to bend, stoop climb stairs and reach overhead.
2. Work primarily in a traditional climate controlled office environment.
 3. Work intermittently in outside weather conditions, including extreme heat and cold.

The School may revise this job description at any time. It is not a contract of employment. All employment at the School is at-will, such that employment may be terminated by either party at any time.

School Profile

The Howard School educates students with language-based learning disabilities and learning differences through instruction designed to complement and address each student's individual needs, and to help each student understand and advocate for his or her own learning process. The curriculum focuses on depth of understanding to make learning meaningful and therefore, maximize educational success.

_____ Supervisor/Title	_____ Date
_____ Human Resources	_____ Date
_____ Head of School	_____ Date