



WHEELER

Cityside Program Teacher/Assistant Starting August 2023

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking a [Cityside Program](#) Teacher/Assistant to join the Cityside team. The person in this new position will assist the program director and work closely with teachers and the students.

Cityside is a relatively young and dynamic program with lots of room for evolution. The program teacher/assistant will have influence over its future direction and work with engaged students and exciting community partners.

This is a full-time position with administrative support and teaching responsibilities taking place between 8:00 to 3:10, Monday through Friday when school is in session. The Cityside Program Teacher/Assistant will also be expected to:

- Work approximately forty hours in August/September until the start of school to assist in set-up.
- Work eight hours total during the holiday break and eight hours during the March break to prepare for the program start-up.
- Work approximately forty hours after the school year has ended in June to wrap up the year.

Administrative tasks include, but are not limited to:

- Monitoring the school calendar to anticipate conflicts and/or adjustments to the Cityside schedule, e.g. Holiday Festival, Talent Show, and guest speakers
- Coordinating early sports dismissals
- Anticipating student health requirements, communicating medical information to teachers and maintaining medical bags for off site trips
- Coordinating daily transportation needs with the bus company
- Communicating with parents and guardians regarding program schedule and logistics, e.g. doctor's appointments, mid-day arrival, etc.
- Taking the lead on communication with division assistants, e.g. submitting attendance, sub plans, etc.
- Planning around inclement weather, including communication with partner agencies, internal faculty/staff and other needed adjustments
- Processing accounts payable, expense reporting, ordering and purchasing for the Cityside Program
- Tracking expenses to stay within budgeted expenditures

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition and with the help of colleagues. They are ambitious and hard-working, committed to

supporting students by offering help and creating new opportunities. When developing curriculum and programming, our faculty and staff members are curious, striving each year to stretch and grow, to implement new ideas that improve the Wheeler experience. In the end, they love to spend their days with young people and enjoy all that the Wheeler community - creative, energetic, dynamic, and diverse - has to offer.

Qualifications: experience or a desire to work with middle school-aged students is a must. A bachelor's degree is preferred but not required.

To learn more about Wheeler, please visit www.wheelerschool.org, and our [Careers](#) page.

How to Apply: Interested candidates should send a cover letter and resume by June 30, 2023 to [Young Un, Head of Strategic Innovation](#) and cc'd to careers@wheelerschool.org.

Statement on Diversity and Cultural Competency At Wheeler

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students from throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.