

THE HAMILTON SCHOOL

AT WHEELER

Hamilton School Classroom Assistant Teacher (One Academic Year Position)

We are seeking a warm, enthusiastic, and engaging full-time Assistant Teacher to provide instruction, support and supervision in one of our Hamilton Lower School classrooms. At this time, this position is for one full academic year for the 2024-25 school year.

The Hamilton School at Wheeler is a school-within-a-school where skilled faculty meet students' learning differences with the individualized instruction that leads to success. Hamilton students are also taught to advocate for themselves and others with learning differences. Since 1988, the Hamilton School at Wheeler has served elementary and middle school children who have great overall cognitive ability, but who struggle with reading, organization and study skills due to dyslexia, attention-deficit disorder (ADHD), executive function deficits or other learning differences. We believe — and prove daily — that our students can learn these important skills and meet the highest expectations.

Responsibilities:

- Directly supports and extends the responsibilities of the Head Classroom Teacher.
- Supports and reinforces classroom routines and expectations regarding classroom management.
- Co-plan and lead all core Hamilton School classes in the areas of reading, writing, math and social studies instruction.
- Lead small group Orton-Gillingham, reading group and math instruction with the supervision of the Head Classroom Teacher and learning specialist assigned to the class.
- Leads and supports daily Morning and Closing Meeting Times and actively participates in our Unity and Diversity and Aerie/social studies classes.
- Assists in scheduled science classes for this class.
- Co-leads and supervises the class during field trips and trips to our Farm Campus.
- Communicates with class families and assists the Head Teacher during all meetings with parents and guardians in the class by phone, in person, and via email.
- Participates in and contributes to Back to School Night, fall Admissions Open House event, parent/guardian teacher conferences and other special programming required for faculty and staff.
- Assists in writing student progress reports and other requested documentation during the school year under the supervision of the Head Classroom Teacher.
- Provides supervision duties that are expected of all faculty and staff.
- Attends all grade level, division and faculty/staff meetings that are scheduled for the grade level team and faculty and staff members.

Qualifications:

- A clear interest in and appreciation for teaching and supporting students with learning differences
- A Bachelor's Degree is required, preferable in education or a related field.
- Prior experience working with elementary-age students is preferable.
- Familiarity and/or an eagerness to learn the Orton-Gillingham approach to teaching reading and

- Ability to collaborate well with others, a flexible working style, and an eagerness to learn.
- Good communicator with effective interpersonal skills.
- Solid organizational and time management skills

Time Requirements:

- This position begins on August 26, 2024 and runs through mid-June of 2025.
- Lower School faculty are required to be on campus each day by 7:45 a.m. and be fully present until afternoon dismissal (which ends around approximately 3:00 p.m.)
- All faculty and staff are required to be present on campus for meetings on Tuesday until 4:30 p.m.

How to Apply: Please send a resume and cover letter to Bill McCarthy, Head of the Hamilton School at Wheeler, at billmccarthy@wheelerschool.org, cc careers@wheelerschool.org and list the position title in the subject heading. Applications will be accepted until the position is filled.

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.