



WHEELER

**Lower School Assistant Teacher
(One-Year Position)
August 2024**

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 an **Assistant Teacher to join our Lower School.**

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.

The full-time Assistant Teacher will have the experience and flexibility to teach a kindergarten, first or second grade for the 2024- 2025 school year. The ideal candidate will have a passion for working with children and an eagerness to collaborate with others. The candidate should be driven to explore ways to reach all learners through differentiated instruction, student-centered teaching, positive classroom management and a variety of assessment methods. In addition, the candidate must have demonstrated organization and planning skills with strong attention to detail.

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 classes in the areas of reading, writing, math and social studies instruction.
- Leads and supports daily Morning and Closing Meeting Times and actively participates in our Unity and Diversity and Aerie/social studies classes.
- 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 Bachelor's degree is required.
- Prior experience working with elementary-age students is preferable.
- 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 23, 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 Tuesdays until 4:30 p.m.

How to Apply:

Interested candidates should email a resume and cover letter to the Director of Lower School, Dr. Felicia Vinces, at feliciavinces@wheelerschool.org and cc careers@wheelerschool.org. Materials 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. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.