



ST. ELIZABETH'S SCHOOL

OVERVIEW

[St. Elizabeth's School](#) seeks an enthusiastic and motivated Kindergarten Teaching Associate to assist the Lead Kindergarten Teacher for the 2024–2025 school year. This is a part-time position of approximately 32 hours per week with benefits and reports to the Lower School Head. Additional income opportunities: design and implement after-school programs, i.e. sports, dance, or lead summer camp programs.

St. Elizabeth's School is a K–8 Episcopal school in Denver founded on the principles of equity, belonging, and excellence, and that a family's current financial circumstances should not dictate a child's future. A sliding-scale tuition model, dedicated and dynamic faculty and staff, and a supportive community make this an exciting opportunity. People of color and members of other underrepresented groups are encouraged to apply. As an Equal Opportunity Employer, St. Elizabeth's School is committed to being an environment in which all people are respected and valued. As such, discrimination in any form, such as that based on race, religion, sex, sexual orientation, gender identity, gender expression, marital status, or familial status, or any other status protected by federal, state, and local law will not be tolerated. The school actively works to acknowledge, respect, and celebrate the individual and common threads of our humanity.

KINDERGARTEN TEACHING ASSOCIATE [32 HOURS PER WK W/BENEFITS]

Reports to: Division Head

Job Summary

The Teaching Associate supports the Lead Teacher with preparation and care of materials, planning lessons and activities, and supporting students in their academic and social/emotional growth.

Essential Duties and Responsibilities

- Arrive at 7:45 am and welcome students each school day morning
- Support the academic/social/emotional/spiritual development of all students by building a caring and respectful classroom environment in which differences are celebrated
- Support Lead Teacher in day-to-day instruction, including small group support as needed
- Assist in preparing materials and activities for instruction, supervising at lunch and recess, and supporting with student transitions
- Participate in and help with planning and supervising field trips
- Support with student/class discipline and communicate behavioral and academic concerns to Lead Teacher
- Proficiency or desire to use educational technology, e.g., Google products, SeeSaw, IXL
- Participate in professional development as needed
- Attend monthly meetings with learning specialist and division head for professional development and to share student growth and concerns
- Demonstrate a love of children and curiosity about how children learn
- Collaborate well with colleagues
- Model integrity, curiosity, responsibility, flexibility, and respect for all persons as well as an appreciation for racial, religious, cultural, and gender diversity and by committing to personal and professional growth in equity and justice in education

- Participate in the admissions process—providing feedback on student visitors in a timely manner when applicable
- Attend Faculty In-Service, Back-to-School Conferences, Parent-Teacher Conferences, Back-to-School Picnic, at least one admissions event, Back-to-School Night, Winter Concert, Spring Showcase, Graduation, professional development days, staculty meetings, and other events as determined by the Head of School
- Perform other duties as determined by the Head of School

Qualification Requirements

- Bachelor’s degree (a concentration in elementary education preferred or related field) or in pursuit of a Bachelor’s degree
- Immersion in equity work and a commitment to fostering culturally responsive and inclusive learning environments
- Desire to pursue a career in education
- Experience in working with children in a school setting
- Excellent communication and interpersonal skills
- Strong commitment to student progress and success
- Passion and enthusiasm for teaching early childhood or elementary students
- Excellent organizational skills
- Working knowledge of technology (We are a Google school)
- Self-awareness
- Commitment to the mission and values of St. Elizabeth’s School

Salary Range

\$36,000–\$38,750, based on experience

Benefits

Eligible employees at St. Elizabeth’s School are offered a wide range of benefits, including:

403(b) Retirement Savings Plan	Holidays	Direct Deposit
Health, Dental, Vision Insurance	Sick/Personal Leave	Jury Duty Pay
Health Savings Account (HSA)	Sick Leave Bank	Professional Development
Long-Term Disability Insurance	Administrative Leave	Computer Purchase Program
Short-Term Disability Insurance	Bereavement Leave	Free Aftercare
Life Insurance	Vacation Leave	

How to Apply:

To apply, please review our [website](#) and our [Inclusive Language Guide](#) and provide the following in one file to Adriana Murphy, Head of School amurphy@sesden.org by **March 15. Position will stay open until filled.**

1. Cover letter addressed to Adriana Murphy, Head of School
2. Resume
3. List of three references with contact information, at least one of which is a supervisor

Non-discrimination Statement

St. Elizabeth’s is committed to building a diverse, equitable, and inclusive educational community and does not discriminate on the basis of race, color, national origin, ancestry, age, religion, creed, disability, sex, sexual orientation, gender identity, gender expression, marital status, familial status, national origin, and any other class of individuals protected under federal, state, or local law, regulation, or ordinance.