



## ST. ELIZABETH'S SCHOOL

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### OVERVIEW

An intentionally inclusive school, St. Elizabeth's School seeks candidates who are interested in and committed to equity, inclusion, and justice. People of color and members of other underrepresented groups are encouraged to apply. Teaching at St. Elizabeth's requires a BA or equivalent, and an MA is preferred. 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, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status will not be tolerated. The school actively works to acknowledge, respect, and celebrate the individual and common threads of our humanity.

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### LOWER SCHOOL TEACHING ASSOCIATES (PART-TIME)

St. Elizabeth's School, an intentionally inclusive K-8 school in northeast Denver, seeks Lower School Teaching Associates for the 2022–2023 school year.

**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.

**Hours:** 30 hours per week

#### 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, differentiation, and assessment
- Assist in preparing materials and activities for instruction
- Engage in professional development to administer assessments and provide targeted academic support (see Professional Development below)
- Provide individual and small-group targeted academic support
- Support with student/class discipline and communicate behavioral and academic concerns to Lead Teacher
- Assist with supervising at lunch and recess
- Assist with supporting student transitions
- Participate in and help with planning and supervising field trips
- Proficiency or desire to use educational technology, e.g., Google Suite, Lexia, 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
- View challenges and problems as opportunities for growth and transformation
- 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—screening and providing feedback on candidates in a timely manner

- Attend August In-Service, Back-to-School Conferences, Back-to-School BBQ, Winter Concert, Spring Showcase, faculty meetings, and community events as determined by the Head of School
- Perform other duties as determined by the Head of School

### Other Duties

Required Professional Development 2022-2023

- Academic Support / Student Support / 2nd-5th Grade Assistive Technology
- Academic Assessment
- Classroom Management (TBD)
- Medication/CPR Training (part of Faculty Inservice)

Additional optional learning support PD available for math, social emotional support, executive function depending on classroom needs and by lead teacher/ Teaching Associate, Head of School, Lower School Head, Director of Learning Support request.

### Qualification Requirements

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

**Salary Range:** \$25,000-27,090

### 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, and 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 provide the following **by May 18:**

1. Cover letter addressed to Christian Cloud, Head of Lower School
2. Statement of Educational Philosophy
3. Resume
4. List of four references with contact information

Email the above to: [ccloud@sesden.org](mailto:ccloud@sesden.org)

### 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 age, race, religion, gender, gender identity, sexual orientation, or national or ethnic origin.