



## Lower School Teacher Assistant

Reports To:	Stewart Dorsey, Head of Lower School
Job Status:	100% FTE
FLSA Classification:	Non-Exempt
Compensation:	\$26-47/hr, commensurate with education and experience
Start Date:	August 6, 2025

### OVERVIEW

The San Francisco School is an independent school, Preschool through 8th grade, with a commitment to its mission and values. Suitably characterized by one parent as an “urban school with a village atmosphere,” the School embraces San Francisco’s ethnic, cultural, and economic diversity. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and a commitment to social justice. A San Francisco School teacher is student-centered, where all students feel seen and valued.

We seek a Teacher Assistant ready to collaborate with the teaching team to inspire students with a multicultural, unbiased and meaningful curriculum. Lower School Teacher Assistants support teachers with instruction and smooth operation of the classroom. Teaching duties include work with individual children and small groups, overseeing class activities, and planning and teaching select lessons throughout the school year. Supervisory duties include oversight of children and managing student behaviors during lunch, singing time, recess, carpool, and Extended Day. Responsibilities also include communicating observations and insights to lead teachers; correcting student work; keeping the classroom supplied and organized; and preparing materials (word processing, photocopying, etc.).

Teacher Assistants work under the guidance of classroom teachers, meet regularly for a program of in-service professional development, and may concurrently be enrolled in a teaching credential program such as BATTI. Teacher Assistants may be scheduled to take on Head Teacher responsibilities (at key times of the day or week, or in Head Teachers’ absence).

### Job Requirements

- Experience with elementary students and must enjoy working with youth
- Proven cultural competence in a community committed to issues of diversity, equity and social justice
- Ability to collaborate with a teaching team
- Sensitivity to the needs of individual children with differing learning styles
- Understanding of developmental needs of elementary students
- Strong language and math skills
- Strong organizational, collaboration, and communication skills
- Initiative, responsibility, adaptability, creativity, and flexibility

**Hours:** 7:30 am to 3:30 pm (may be adjusted as schedule is finalized). The position starts on August 6, 2025.

## **QUALIFICATIONS**

- The candidate should have a Bachelor's degree in education or a subject area field, a teaching certificate or credential or equivalent successful experience teaching in classroom settings, preferably in a diverse, multicultural school community. Preference will be given to candidates with a Master's degree and beyond.
- Proven cultural competence in a community committed to issues of diversity, equity and social justice.
- Demonstrated academic and multicultural competency in classroom pedagogy, including innovative teaching and recognition of and appropriate response to various learning profiles
- Strong interpersonal skills and demonstrated experience with the ability to communicate effectively and respectfully with all constituents in an evolving multicultural, economically diverse school environment, including faculty, staff, administration, parents, and students. Excellent verbal and written communication skills are required.
- Ability to supervise, evaluate, and mentor students in ways relevant to this commitment
- Demonstrated professional behavior, including discretion, judgment and integrity
- Commitment to the continuing development of relevant professional knowledge, skills and abilities, particularly as related to academic and cultural competencies
- All prospective employees must be able to clear a background check and TB screening

## **WORK ENVIRONMENT**

- May work at a desk and computer for extended periods of time
- Able to occasionally lift up to 30 lbs
- Able to stand and walk for extended periods of time
- Work in the workshop, science classroom, and Field Station/Adventure Playground with occasional field trips off campus
- Work in a shared office
- Work in a fast-paced and loud school environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts

## **TO APPLY**

Interested candidates may apply by sending a single document (pdf) with a letter of interest, resume, and a list of three references to [jobs@sfschool.org](mailto:jobs@sfschool.org).

*The San Francisco School is an equal opportunity employer. We continually strive to build an inclusive culture in our diverse community. The School encourages applications for employment from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity, or expression, age, national origin, marital status, citizenship, disability, and veteran status.*