



## 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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### 2ND GRADE CO-TEACHER (PART-TIME)

St. Elizabeth's School, an intentionally inclusive K-8 school in northeast Denver, seeks a 2nd Grade Co-Teacher for the 2021-2022 school year.

**Reports to:** Division Head

#### Job Summary

The Co-Teacher supports the Lead Teacher in carrying out the day-to-day activities in the classroom. The Co-Teacher also collaborates with the Lead Teacher and assists with individualized attention, differentiated instruction, and intervention as needed.

**Hours:** 30 hours per week

#### Essential Duties and Responsibilities

- Arrive at 7:45 am and welcome students each school day morning (8:00-8:15am)
- 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 instruction, differentiation, and assessment
- Assist in preparing materials and activities for instruction
- Engage in professional development to provide targeted literacy support
- Provide individual and small group targeted literacy support (approx 2-4 hours per week depending on classroom needs); planning time will be provided (approx 1 hour per week)
- Maintain and/or help maintain up-to-date and accurate records about students and their progress
- Support with student/class discipline and communicate behavioral and academic concerns to Lead Teacher
- Supervise at lunch and recess
- Supervise/ lead transitions between classes and classrooms
- Participate in and help with planning and supervising field trips
- Comfort with and desire to use educational technology, e.g., Google Suite, Lexia, SeeSaw, IXL
- Participate in professional development and attend faculty meetings as needed
- Attend monthly meetings with learning specialist 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 Faculty In-Service, Back-to-School Assessment Days, Parent-Teacher Conferences, Back-to-School, Christmas Concert, Spring Showcase, and faculty meetings as determined by the Head of School

### Other Duties

Required Professional Development 2021-2022 (compensation provided for training time)

- Summer Reading: *Dyslexic Advantage*
- [SMARTER Training and Curriculum for Co-Teachers](#) (40 hours of self-paced training)

Additional optional learning support PD available for math, social emotional support, executive function depending on classroom needs and by teacher/ co-teacher 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:** \$23,800-25,800

### 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 **ASAP**:

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

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