



## EMPLOYEE JOB DESCRIPTION

<b>TITLE:</b>	<b>Grade 1&amp;2 Teacher (0.5 FTE)</b>
<b>DEPT:</b>	The Hundred Acre School
<b>REPORTS TO:</b>	Director of The Hundred Acre School
<b>FLSA STATUS:</b>	Part-time, Non-Exempt

Teaching is more than a calling; it is a passion. Our vision is to have a team of educators who live, breathe, and love this profession. You must love children, hands-on learning, STEM, and teaching and learning in the outdoors. The ideal candidate must have a degree in elementary education, reflecting a commitment to the foundational principles of teaching. If you are a person who enjoys working in a team, this teaching position is for you; whether you've recently retired and yearn to return to the classroom, you're navigating the demands of a young family, or you're a recent graduate eager to embark on your teaching journey alongside a seasoned mentor, we welcome your application.

What makes our school special?

- Five classroom school is small enough to manage but big enough to utilize a teamwork approach.
- Flexible daily schedule to support the needs of students, including 2-3 hours outside daily on the beautiful Heritage Museums & Gardens grounds.
- Supplies and materials to support teaching and learning with a hands-on approach so teachers don't need to purchase their own materials.
- New bright classrooms with big windows, Community Playthings furniture, SMART boards, and air conditioning.
- Professional growth is encouraged through paid PD, in-house article and book discussions, and weekly team meetings for building-based guidance, discussion, and support.
- Award-winning admin team who created the school, wrote the curriculum, and is committed to providing a high-quality learning experience.

### **SUMMARY OF RESPONSIBILITIES:**

This co-teaching role will enhance the classroom instruction by integrating the expertise of two educators. Together, the two Grade 1&2 teachers will collaborate to deliver comprehensive instruction for both Grade 1 and Grade 2 students. One teacher will focus on math instruction across both grades, while the other will specialize in literacy instruction. This division of responsibilities ensures targeted and effective teaching in each subject area. With a combined effort, this class of 16 students (anticipated 6 @1<sup>st</sup> and 10@2<sup>nd</sup>) will benefit from personalized attention and engaging, hands-on learning opportunities tailored to their individual needs.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's degree in Elementary Education or Education field is required.
  - DESE Elementary Certification is not required but appreciated.
- Previous educational experience required with references (last school's supervisor is required)
- Required Massachusetts Department of Early Education and Care Background Record Check with "suitable" classification.
- Required current physical (every two years) and proof of MMR vaccine.
- CPR and First Aid Certification (we will provide this training)

## **POSITION DETAILS**

- Beginning for the 2024-2025 School Year
- This teaching position is a year-round, part-time, non-exempt, at will position.
  - The Hundred Acre School offers a school year program and a summer program.
    - School Year: Last week of August to Last week of June with anticipated hours are 8am-12:30pm (Wednesdays until 1:30pm).
    - Summer: Minimum commitment of 2 of the 5 program weeks from 8am-3pm in July.
    - This position participates in mandatory teacher training and classroom set up during the 2<sup>nd</sup> and 3<sup>rd</sup> week of August each year.
  - This position has the following planned breaks during a typical calendar year; otherwise, you must be available at all other times.
    - April Vacation break
    - First week of August
    - Winter Holiday December break
  - Start date is August 8, 2024 for new employee onboarding and training.

## **SPECIFIC RESPONSIBILITIES:**

### School & EEC:

- When the Assistant Director and the School Director are not in the school, the EEC Lead Teacher with the most seniority will assume the role of Designation of Administrative Authority
- Adhere to all EEC regulations regardless of PreK or Elementary classroom assignment.
- Attend all staff meetings, staff training, conferences, and workshops.
- Complete yearly EEC required professional development 20 hours and training & IPDP yearly.
- Uphold the mission and goals of The Hundred Acre School at Heritage Museums & Gardens
- Be able to project a positive image and be an ambassador of the school both at HMG and while out in the public at large.
- Support the overall efficiency of the school on a daily basis (ie dishwasher, plants, laundry)
- Treating students, parents, staff, and visitors at the school with respect

### Classroom:

- Prepare and maintain an engaging, nurturing, clean, and safe learning environment.
- Establish strong parent and family relationships.
- Supervise, collaborate, inspire, and support the growth of the classroom's support teachers.

### Teaching Requirements:

- You are expected to commit to your teacher role for the entire school year, September – June. If you plan to depart, we ask that you transition out of your positions at the end of June or the end of the Summer Program; this is in the student's best interest.

- Planning and implementing the curriculum through daily lessons that support and enhance the overall STEM curriculum, align to state standards and/or TS GOLD
- Complete student assessments and progress reports three times a year, including any documentation needed in TS Gold to effectively assess students.
- Use outdoor experience to extend student learning daily for at least 2 hours of outdoor time.
- Willingness to work outdoors in uncomfortable weather or conditions (i.e. winter, rain, summer)
- Stand on your feet for up to 90% of the day.
- Ability to sit on the floor and squat down to meet any child's needs.
- Capable of lifting up to 30 pounds

Teaching Style:

- Enjoy your role and appreciate the gift of student learning and growth.
- Love kids and their energy, excitement, curiosity, and innocence.
- Maintain control of the classroom through praise and patient practice
- Meeting the needs of all children and individualizing lessons as needed
- Encourage students to use problem-solving skills and practice positive behavior guidance.

**APPLICATION PROCESS:**

Please submit the following items via email to Melissa Russell, Director of The Hundred Acre School, at [mrussell@heritagemuseums.org](mailto:mrussell@heritagemuseums.org)

1. Resume

2. Cover Letter

- Please consider addressing what strengths you will bring to a collaborative teaching team.
- Please consider addressing what your preference would be regarding literacy and math instruction as co-teachers will divide this responsibility.
- Please consider addressing what you love about STEM education.