**Lower School Associate Teacher**  
Keys School, co-ed K-8, independent school located in Palo Alto, CA

**Overview of School:**  
Keys School, recognized for social emotional learning and a commitment to deeply knowing every community member, is seeking a full-time non-exempt **Lower School Associate Teacher** beginning August, 2020.

Keys School is an independent, co-ed K-8 school located on two campuses in Palo Alto, California. Our mission “challenges students to develop a keen intellect and a generous spirit, to advocate for themselves and others, and to honor curiosity in an increasingly hurried world.” Founded more than forty years ago, Keys offers a hands-on education with balanced concern for students’ academic, social, emotional, and physical growth. Today Keys is known for helping students to become compassionate and empathetic community members while developing the confidence to find their voice and advocate for themselves.

Please visit our website, [www.keysschool.org](http://www.keysschool.org), for more information about the school.

**Overview of the Position:**  
This position is for a **Lower School Associate Teacher**. The successful candidate will report to the Assistant Head of Lower School and will be responsible for assisting in the classroom with language arts, math, and social studies, while fostering the social and emotional growth of students.

We currently seek applicants with an interest in kindergarten and first grade.

**Primary Responsibilities:**
- Be present for, and aid in, all meetings, classroom setup and clean up, and other day-to-day material management
- Play an active role in all teaching, planning, and assessing/reflecting (note that purposeful observation, small group work, one-on-one work, etc., are all considered active roles)
- Actively engage in the school community by participating in faculty meetings, recess and lunch duties, and additional school events
- In conjunction with the Lead Teacher, communicate about the program and learning with families through face-to-face conversations, newsletters, emails, and blog posts
- Attend cyclical meetings with the Assistant Head of Lower School to reflect on growth and personal career path, discuss current trends in education, dive deeper into pedagogical topics, and participate in lesson studies
- Maintain professional collegial relationships that encourage sharing, planning, and working together toward improved instructional skills and student success
- Give and receive feedback through observation protocols
- Actively participate in professional development with a growth mindset and a healthy sense of humor
- Model positive behaviors for students and colleagues that align with the school’s core values, emphasizing critical social and emotional skills
- Monitor own beliefs and behavior to make certain that high expectations are expected of all
students regardless of socioeconomic status, race, gender, or other personal characteristics

**Qualifications:**
The candidate must have:

- Passion for working with K-1 children and a solid commitment to the teaching profession and social and emotional learning
- Cultural competency
- Strong organizational, verbal, and written communication skills
- Value feedback as a tool for growth
- Ability and willingness to work in teams and collaborate extensively with colleagues
- Ability to foster strong student connections
- Initiative
- Sense of humor
- A Bachelors Degree is required and a teaching credential, Masters Degree, or coursework completed towards the same is preferred

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is also required. On occasion, the employee is required to stand, walk, stoop, kneel, crouch, crawl, run, and/or jump.

**How to Apply:**
Email a résumé (including written recommendations and/or contact information for three references), statement of philosophy, and one-page cover letter to:

Betsy Doss, Head of Lower School
Attn: Lower School Associate Teacher Position

Email: jobs@keysschool.org

*Keys School is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, disability, orientation or veteran status. For more information on the school, please visit keysschool.org*