



Lower School Assistant 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 Assistant Teacher** beginning August, 2022.

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 a 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.

We are currently seeking applicants interested in kindergarten, first, and third grade.

Please visit our website, www.keysschool.org, for more information about the school.

Overview of the Position:

This position is for a **Lower School Assistant Teacher**. The successful candidate will report to the Lead Classroom Teacher and will be responsible for assisting in the classroom while fostering the social and emotional growth of students.

Primary Responsibilities:

- Be present for, and aid in, classroom set up and clean up, and other day-to-day material and classroom management
- Actively engage in the school community by participating in recess and lunch duties, and additional school events
- Maintain professional collegial relationships that encourage sharing, planning, and working together
- 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-3 children and a solid commitment to social and emotional learning
- Cultural competency
- Strong organizational and communication skills

- Ability and willingness to work in teams and collaborate extensively with colleagues
- Ability to foster strong student connections
- Initiative
- Sense of humor
- Teaching experience, preferably in an independent school environment, and in an early learning program 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) and one-page cover letter to:

Betsy Doss, Head of Lower School
Attn: Lower School Assistant 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