



Position Announcement: Teacher 2

The School

Pine Crest School is an independent, all-faith, co-educational day school serving more than 2,600 PreK-12 students on two campuses in Fort Lauderdale and Boca Raton, Florida. The Lower Schools serve approximately 580 students on each campus, with approximately 60 teachers in each division.

The Position

Pine Crest School believes that students in the earliest grades merit greater interaction, guidance, and support from adults. Therefore, every classroom in grades Pre-Kindergarten – 3 and most classrooms in grades 4-5 offer two instructors per classroom. The Lead Teacher is the instructor of record for each classroom, with primary responsibility for instruction, assessment and communication with parents. The second certified teacher in the classroom is called the Teacher 2, and this instructor collaborates with the Lead teacher on lesson planning, delivering instruction, and providing students with support in all areas.

Duties will include, but not be limited to, the following:

- Share daily responsibilities with the Lead Teacher; responsible for teaching and working with students individually and in small and whole group settings.
- Serve as the Lead Teacher in the classroom, assuming responsibility for all classroom activities and instruction, if the Lead Teacher is unavailable.
- Develop lesson plans for a particular class unit or for an individual child, at your own initiative (to be approved by the Lead Teacher) and/or at the request of the Lead Teacher.
- Share the responsibility of administering assessment testing with your colleagues.
- Communicate information to the Lead Teacher concerning students experiencing academic and/or behavioral difficulties and successes.
- Provide assistance regarding computer usage as it applies to curriculum instruction. Manipulate all classroom instructional technologies including hardware and software as well as instruct students on their usage as applicable.
- Assist the Lead Teacher in conducting parent-teacher conferences by providing input as to what you have observed in the classroom, if requested to do so.
- Assist the Lead Teacher with grading and the reporting of grades on report cards.
- Assist in the organization and supervision of students during arrival and dismissal, including carpool and buses.

- Supervise playground activities.
- Assist the Lead Teacher in establishing guidelines for proper student conduct and maintain student discipline in adherence with established school rules both at school and on field trips.
- Attend and assist the Lead Teacher at all special days including but not limited to Registration Day, Open House, performances and end-of-year celebrations/ceremonies.
- Attend all regularly scheduled faculty meetings and teacher professional days.
- Maintain all child care standards as required by law, and work with the Administration to ensure compliance with all regional, state, and federal regulations as these laws apply to the school and to the Pre-Primary Division.
- Perform all Lead Teacher duties in the event that the Lead Teacher is unavailable as decided by the administration.
- Perform any and all other activities that might be assigned by the Division Head or designate.

Qualities

We are looking for an educator with a demonstrated love for teaching who welcomes the rewards and challenges of working with elementary students. The successful candidate will:

- Have a thorough knowledge of elementary education and developmentally appropriate instructional strategies
- Build warm, trusting relationships with students, colleagues and parents by listening well and responding to concerns in a timely and appropriate manner
- Respond with flexibility and an even manner to a busy – often hectic – school day; adjust priorities as needed
- Maintain an upbeat, positive outlook, as well as a sense of humor

The following qualities are preferred but not required:

- Experience working with students in grades PreK-5

Requirement

Possesses – or is eligible for -- teacher certification from a state in the U.S.

Application Process

If interested in applying for this position, please put “Teacher 2” in the subject line and submit the following material by email to employment@pinecrest.edu:

- Cover letter indicating your interest and highlighting aspects of your background that qualify you for the position
- 2-page resume
- Contact information (email address and phone number) for at least three supervisors over the past 7 years

EEO/DFW

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