

## Associate Teacher Job Description

**Department: Faculty**

**Reports to: Classroom Teacher**

Park Century School was founded in 1968 as an independent not-for-profit, co-educational day school to meet the needs of children who learn differently. Park Century serves students between the ages of 5 to 14, or grades K to 8<sup>th</sup>, living in the South Bay to the San Fernando Valley and throughout the greater Los Angeles area. Park Century's mission is to empower bright children with learning differences to reach their academic and personal potential. Students flourish within our individualized, evidence-based curriculum and supportive environment. In collaboration with their families, the school inspires students to develop into resilient self-advocates and builds a foundation for lifelong achievement.

Park Century School is founded on the principle of honoring the diversity of the human and educational experience. We seek applicants who recognize that all children can learn when provided with explicit instruction targeted at meeting students' individual needs. Park Century School seeks candidates committed to creating a diverse, equitable, and inclusive teaching and learning community. We value multiple perspectives and do not discriminate on the basis of race, culture, religion, age, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

### **Summary:**

Park Century School Associate Teachers are caring, compassionate, collaborative, energetic, and outgoing professionals who provide comprehensive classroom support. This position requires a passion for working with children, excellent verbal and written communication skills, and sensitivity to confidential matters. In addition, the Associate Teacher must have extensive computer skills, attention to detail, and the ability to multitask.

### **Essential Duties and Responsibilities:**

- Abides by the policies and guidelines contained in the Park Century School Employee Handbook
- An Associate Teacher for a classroom is responsible for working under the direction of a classroom teacher and supporting the lead teacher in all areas of their instruction
- Ongoing, effective communication between teachers and students
- Through the direction of the classroom teacher, provide students with opportunities and support in the development of critical thinking and problem-solving skills
- Associate Teachers are expected to work with the classroom teachers in the organization of the classroom, including copying, filing, checking assignments, visual displays,
- Associate Teachers may be required to assist in other classrooms when needed
- Associate Teachers may be required to supervise students during the student's lunch hour
- Associate Teachers are required to monitor students and their activities during P.E. and other elective classes
- Associate Teachers are required to accompany students on field trips
- Associate Teachers provide instruction based on teacher's lessons and collaboration
- And other duties as assigned by the Head of School and Deans

## **Required Skills**

- An undergraduate degree
- A degree in education is preferred
- Experience in special education is a plus
- Have a passion for personal and professional growth

**Salary for this position: \$25.00/hour**

## **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Physical demands: While performing the duties of this job, the employee is required to sit in on meetings and work on a computer for long periods; and is occasionally required to walk, reach with hands and arms, balance, stoop, talk, and hear. The employee must occasionally lift and move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Submit your cover letter and resume to:

[ezuk@parkcenturyschool.org](mailto:ezuk@parkcenturyschool.org)

Park Century School  
3939 Landmark Street  
Culver City, CA 90232

*The school's policy is to provide equal employment opportunities for all applicants and employees and to make employment decisions based on merit, qualifications, and competence. The School does not unlawfully discriminate on the basis of an individual's sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, religious creed (including religious dress and grooming), sexual orientation (including heterosexuality, homosexuality, and bisexuality), age (40 and over), marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, or any other characteristic protected by federal, state or local laws.*