

**Job Title:** Lower School Learning Guide

**Office or Division:** Lower School

**Reports To:** Head of Lower School

**Effective Dates: ­­** 2021-2022 school year (10-month, 1.0 FTE)

Wellington is accepting applications for an experienced, dynamic, full-time lower school learning guide for the 2021-22 academic year.

**Position Summary**

The learning guide at Wellington plays an essential role in the differentiated instructional program. The ability to design instruction, assess, document progress, lead small group instruction, and step in for the lead teacher is imperative. The qualities of collaboration, commitment, professionalism, and deep care for the whole child are necessary for the educator in this position. The learning guide must be able to take initiative while also maintaining a significantly collaborative relationship with the lead teacher(s) and the grade-level team. Each learning guide is expected to be a culturally competent professional who is a positive, joyful, and independent worker. The learning guide is a part of a vibrant lower school team, reports directly to the teacher(s) to whom they are assigned, and is under the supervision of the head of lower school.

**Key Responsibilities**

Classroom organization, instruction, discipline, communication with parents, and curriculum design are primary responsibilities of the lead teacher. The learning guide:

* Actively embraces, demonstrates, and models equity, inclusivity, and cultural competence in all aspects of practice
* Facilitates student academic and social learning one-on-one or in small/large groups
* Collaborates on the design of and delivers instruction in math, reading, and spelling
* Facilitates formal and informal assessments in both math and reading
* Communicates effectively with the grade level team and with parents, as needed.
* Eagerly participates in and actively pursues professional development opportunities based on best practices as well as our school mission and goals.
* Serves as an extension of the lead teacher in maintaining the classroom culture.
* Supports student learning during large group instruction.
* Collaborates actively with the lead teacher and grade-level team in all lesson preparation.
* Supports differentiated instruction through student assessment.
* Supervises students throughout the day in multiple settings.
* Contributes positively to the overall school community.
* Assumes the role of lead teacher when necessary.
* Professionally represents the division and the school in all settings and circumstances.

**Position Requirements**

We are looking for a joyful, dynamic, and motivated individual who is energized by young children and is dedicated to creating dynamic and engaging learning experiences each day. Candidates should recognize the importance of the elementary school foundation and actively participate in a collaborative team.

* Bachelor’s degree is required; a master’s degree would strengthen the candidacy
* Knowledge of and professional experience with childhood development and the unique educational needs of diverse learners
* Formal teaching experience
* Knowledge and skills to work with, teach, and lead groups of diverse individuals in respectful, equitable, and inclusive ways
* Excellent interpersonal skills, including a willingness to engage in thoughtful reflective practice and a demonstrated commitment to ongoing professional growth
* Formal experience in being a successful and effective team member in multiple team experiences
* Compatibility with Wellington’s mission

We believe every person plays a role in making Wellington a diverse, equitable, and inclusive place to learn, teach, and work. We seek to attract culturally and academically diverse faculty and staff who thrive on being engaged participants in our vibrant, innovative educational community. We embrace diversity and do not discriminate on the basis of race, color, religion, gender, disability, sexual orientation, age, or national or ethnic origin in the administration of our admission policies, financial aid, or employment.

Candidates should send materials before June 30 to Jessica Austin, lower school administrative assistant, at [austin@wellington.org](mailto:austin@wellington.org). All candidates should include:

* Completed [application](https://www.wellington.org/sites/default/files/2019-03/TWS%20Employment%20App%202019_Interactive_2.pdf)
* Cover letter
* Resume
* Statement of educational philosophy