



**Position Available: Glen Urquhart School
Pre-Kindergarten Co-Teacher (Part Time Maternity Leave Sub)**

March 25 – June 14, 2019

Description: Glen Urquhart School, a Pre-K to grade 8 independent day school 45 minutes north of Boston, seeks a Pre-K Co-Teacher. The Co-Teacher, in direct collaboration with his or her teaching partner, plans and executes developmentally appropriate lessons that meet the needs of Glen Urquhart School students in all academic areas, including literacy, math, science, and social studies. All units of study are coordinated with other team members to ensure a cohesive curriculum. The GUS curriculum is thematic, place-based, and interdisciplinary, which requires collaboration across grades and academic disciplines. This position is a part-time maternity leave sub role, 8:30 AM to 1:00 PM Monday – Friday.

As an independent day school, we expect teachers to become involved in the life of the school. Beyond classroom work, teachers attend weekly school meetings, school functions, and community events.

Qualifications: We seek a motivated and flexible teacher who understands how young people learn and who can work in a shared and cooperative environment. This faculty position requires a bachelor's degree and a minimum of two years of early elementary classroom experience or equivalent. Candidates should be familiar with the developmental needs of 3, 4, and 5 year olds as well as the current theories and practices that support a dynamic early elementary education program. GUS celebrates the diversity of our school and the 25 local communities we serve including diversity of race, gender identity, sexual orientation, religion, and geographic and ethnic origin. Candidates who will enhance and support this diversity are especially encouraged to apply.

Responsibilities include but are not limited to:

- Supporting the mission and philosophy of the School
- Demonstrating academic excellence through a working knowledge of GUS's core curriculum
- Managing a classroom of young children with teaching partners
- Organizing the classroom and establishing routines that support young children's learning
- Planning lessons that are interdisciplinary and thematic
- Participating in parent conferences and meeting with parents regularly
- Working collaboratively with teachers
- Keeping accurate and up-to-date records on student progress
- Meeting with the Assistant Head of School as scheduled

Interested candidates should send a cover letter, resume, and list of three references via email with the subject line "PK Teacher" to gusjobs@gus.org.

Glen Urquhart School, 74 Hart Street, Beverly Farms, MA 01915

Glen Urquhart School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, gender identity, sexual orientation, genetic background, age, disability, or military service in its hiring, employment or other programs and activities.