

PENINSULA SCHOOL
Menlo Park, CA
Teaching Assistant
(Part-Time Position)

Peninsula School is actively seeking candidates who would be excited to work in a diverse environment in one of the most established and unique progressive schools in the country. We are searching for a teaching assistant committed to the ideals of unstructured play, creative curriculum, the learning process, and social justice. Peninsula is a day school with a bucolic oak-studded, six-acre, open campus in beautiful Menlo Park, CA that serves 252 children 3-14 years old. It is characterized as a place where students from many backgrounds love to come to school each day. Academics, the arts and choices are all equally valued. The school's philosophy includes providing children with freedom and responsibility, and the atmosphere of community and inclusivity inspires children to love learning and grow into compassionate, confident and curious individuals. Our supportive and welcoming administrative staff invites enthusiastic applicants to join our open-minded teaching staff.

The primary responsibility of the classroom assistant at Peninsula School is to help implement the class program. The Teaching Assistant works closely with the Head Teacher, and specific duties in this lower school (1-4th grade) classroom may vary. The purpose of the Teaching Assistant program is to help enrich the children's experience at the school and provide additional teaching to help the Head Teacher effectively carry out the program. The school views the Teaching Assistant's contribution in the classroom as a critical component of the child's experience.

Primary duties and responsibilities include:

Classroom Duties:

- Implement the class program as directed by the head teacher.
- Assist Head Teacher to teach academic and non-academic projects.
- Assist children with improving interpersonal relationships and solving conflicts or issues with other children.
- Conduct the class program when the head teacher is not present.
- Assist with classroom set-up and organization.
- Carry out the philosophy of the school, including fostering a love of learning, promoting the child's independence, and demonstrating a respect for the children.
- Ensure the safety and well-being of the children.
- Perform other duties as directed by the head teacher.
- Additional duties will vary from classroom to classroom.

Other:

- Attend staff meetings, in-service meetings, and other meetings as appropriate, according to individual classroom needs.
- Contribute to staff collaboration and consensus building.
- Depending upon the needs of the particular classroom, duties may also include attending field trips and camping trips and attending parent-teacher conferences and/or class parent meetings.

Qualifications: An interest in children and education; previous teaching experience or experience working with children; ability to forge cooperative relationships with a diverse population; ability to work independently; a bachelor's degree is preferred but not required. A valid California driver's license is preferred but not required. A background check, including fingerprinting, and proof of ability to work in the U.S. are required.

Peninsula School is an equal opportunity employer and we actively promote the principles and practices of diversity throughout the school community. We offer competitive compensation and a progressive community dedicated to learning and engaged citizenship. We encourage people of under-represented groups to apply (<http://www.peninsulaschool.org/equity-and-inclusion.html>).

To Apply: Please send cover letter and resume, in MS word or PDF format, to misha.m@peninsulaschool.org or fax to (650) 325-1313.