Job Description
Lower School Associate Teacher

Associate Teachers are an integral part of the teaching team at The Cathedral School of St. John the Divine. They work with Head Teachers in individual classrooms, and they participate fully in the life of the school. Associate Teachers are teachers-in-training, or prospective teachers, who may or may not have full-time classroom experience but are qualified to work with children in a classroom context based on previous experience and/or other skills. Associate Teachers are hired for a maximum term of three years.

An Associate Teacher’s responsibilities include collaborating with the Head Teacher in all classroom duties, both academic and organizational. These responsibilities include planning and implementing curriculum, teaching specific lessons, developing and participating in classroom management, observing and assessing students’ progress, helping complete paperwork, and general upkeep of the classroom. While the Head Teacher has final decision-making responsibility, Associate Teachers should be involved in planning all aspects of the curriculum. In support of The Cathedral School's mission, Associate Teachers must be willing and prepared to view curriculum and classroom culture through a lens focused on equity and justice.

Through frequent conversation and regular meetings, specific responsibilities and tasks are designated to each Associate Teacher for completion. Associate Teachers participate in parent-teacher conferences and support the Head Teacher in preparing written comments for each child sent to families twice a year. It is of the utmost importance that Associate Teachers work with Head Teachers in planning family interaction so that any messages are clear, and so that parents understand that the Head Teacher and Associate Teacher communicate frequently regarding each child.

Last, Associate Teachers participate fully in the life of the school. This includes attending faculty meetings and other school events, conferring with colleagues regarding teaching strategies and curricula, covering other classes when emergencies arise, and being part of each “duty” roster that applies to their division areas (lunch, recess, dismissal, et cetera).

Interested candidates should submit a letter of interest and current resume to Yojairy Sands, Lower School Dean, at ysands@cathedralnyc.org.