

Extended Day Teacher & Program Associate
School year position - Beginning September 2021
Full-time, non-exempt

Our Mission

Bertschi School educates children to become compassionate, confident, and creative learners in a global community.

Our Values

Our community values integrity, inclusiveness, respect, diversity, and a commitment to sustainability.

Our Pedagogy

Bertschi School believes that students learn best when they are

- safe and known in an inclusive community that values diverse perspectives
- supported in developing social-emotional skills
- provided academic choice and challenge at their “just right level”
- engaged in meaningful work
- encouraged to problem solve through inquiry, trial, and error
- empowered to take risks and make change
- given opportunities to collaborate and dialogue with a diverse group of learners

Our Diversity, Equity, and Inclusion Statement

Bertschi School values diversity and believes engaging our differences makes us better and stronger. We welcome and honor the unique contributions of people from all racial, ethnic, religious and socioeconomic backgrounds, gender identities, learning styles, physical abilities, and sexual orientations. Our commitment to equity drives us to be inclusive and diverse in all areas of our school.

Our School

Bertschi School, founded in 1975, is a Washington State approved elementary school. We are a member of the National Association of Independent Schools (NAIS) and the Northwest Association of Independent Schools (NWAIS). The school serves children from pre-kindergarten through grade five. Bertschi School is an exciting environment for professionals who like to be part of a dynamic team and who thrive on the challenges and rewards of working with an active community. Bertschi offers a salary and benefit package in line with other independent private schools in the Northwest.

Position Summary

This position works at the direction of the Extended Day Director in accordance with the job description below. During the school day, 9:30 AM - 3:00 PM, the position supports classroom and specialist teachers as needed and supervises lunches and recesses. During Extended Day, 3:00 - 5:00 PM, this role plans and teaches activities for pre-k and kindergarten students as well as assists with the after school program for all grades. This is a school year position with potential for extension into summer programming.

Responsibilities include but are not limited to:

- Plan and lead daily after-school activities for groups of children in pre-k and kindergarten
- Collaborate with Extended Day Director and teaching faculty to plan programming that best meets students' needs
- Help children develop skills including organization, problem solving, and conflict resolution

- Facilitate safe and engaging outside time
- Create opportunities for creativity, empathy, and thoughtfulness in play
- Support teachers by attending to individual children who may need specific support
- Employ culturally responsive practices that align with the school's commitment to diversity, equity, and inclusion
- Assist with administrative tasks such as copying; set-up, prepping, and organization of the classroom; correcting student work; and general classroom maintenance
- Communicate professionally and effectively with parents, teachers, administrators, and colleagues
- Engage in on-going self-assessment and working toward own professional goals
- Assist with fall classroom set up and spring clean up
- Adhere to guidelines, procedures, and policies in the Employee Handbook
- Attend required in-service days, meetings, and training sessions as designated, including developing DEI competency
- Participate and supervise elementary aged students on half-day and full-day field trips

Qualifications:

- Two year degree or equivalent
- Experience teaching diverse student populations preferred
- Interest and experience in working with elementary age children, particularly with pre-k and kindergarten students
- Ability to work effectively, professionally, and enthusiastically with children, parents, and teachers

Application Process:

No phone calls will be accepted. Interested candidates are invited to complete the [Bertschi application form](#) and submit a cover letter and resume to

Extended Day Teacher Search:
employment@bertschi.org

For more information about Bertschi School, visit our website at www.bertschi.org

Bertschi School is an equal opportunity employer seeking a more culturally diverse workplace. Bertschi School does not discriminate on the basis of race, color, creed, national or ethnic origin, socio-economic status, gender, sexual orientation, or disability.