



Lower School Assistant Teacher

Keys School, co-ed K-8, independent school located in Palo Alto, CA

Founded in 1973, Keys School is a two-campus, grades K through 8 independent school in Palo Alto that upholds high academic standards for students while also nurturing the whole child. Because Keys School holds the developmental needs of students at its core, the school maintains an exceptional curricular program that celebrates the life of the mind. A visit to either campus will find impassioned educators working to ensure that every student is seen, known, and valued in a supportive and dynamic learning environment; engaged, kind students who are critical thinkers, able problem solvers, and nimble learners and leaders; and the preservation of the magic of childhood through an educational program that promotes wonder, inspiration, inquiry, and exploration.

Today, Keys represents a collective of educators who support, learn, and act in partnership with marginalized communities, and is known for helping students to become compassionate and empathetic community members while developing the confidence to find their voice and advocate for themselves.

Keys School is searching for a **Lower School Assistant Teacher**. The successful candidate will report to the Lead Classroom Teacher and will be responsible for designing a culturally responsive, interdisciplinary program grounded in diversity, equity, inclusion, and belonging. This educator cultivates an environment that provides students with a foundation for lifelong learning, the development of self-advocacy skills, and resilience while demonstrating empathy and compassion for others. This educator also is committed to collaborative, reflective practice that centers student authenticity and learning.

We are currently seeking assistant teachers for Kindergarten and Second Grade.

REQUIRED QUALIFICATIONS

- Passion for working with elementary-aged children, with a solid commitment to the teaching profession and social and emotional learning
- Respect for the life of the child
- The ability to foster strong student connections
- A commitment to advancing diversity, equity, inclusivity, and belonging (DEIB)-informed, antiracist pedagogy to advocate for a diverse, equitable, and inclusive community
- Strong organizational, verbal, and written communication skills
- A commitment to continuous improvement, lifelong learning, and professional development
- A growth mindset and value feedback as a tool for growth
- The ability and willingness to work in teams and collaborate extensively with colleagues, and work across differences (intellectually and socially)
- Consistent engagement in strong, respectful, and gracious interpersonal and professional communication
- Initiative, internal motivation, and a willingness to take on responsibilities beyond those explicitly defined

- A sense of humor

PREFERRED QUALIFICATIONS

- A Bachelors Degree, teaching credential, Masters Degree, or coursework completed towards the same
- Teaching experience, preferably in an independent school environment

PROFESSIONAL RESPONSIBILITIES

- Be present for, and aid in, classroom set up and clean up, and other day-to-day material and classroom management
- Actively engage in the school community by participating in faculty meetings, recess and lunch duties, and additional school events
- Maintain professional collegial relationships that encourage sharing, planning, and working together
- Model positive behaviors for students and colleagues that align with the school's core values, emphasizing social and emotional skills
- Monitor own beliefs and behavior to ensure that high expectations are held for all students regardless of socioeconomic status, race, gender, or other personal identities
- Use classroom management approaches that develop intrinsic motivation, student agency, and self-reflection.
- Frame mistakes as opportunities to learn, while ensuring the safety, social-emotional learning, and well-being of all classroom community members
- Actively participate in professional development with a growth mindset and a healthy sense of humor
- Engage in ongoing and essential work to foster a culture of anti-bias, anti-racism, respect, equity, belonging, and inclusion

Wage: Non-exempt, hourly rate of \$44-\$46, depending upon years of experience. Health and retirement benefits are part of the compensation package.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is also necessary. On occasion, the employee is required to stand, walk, stoop, kneel, crouch, crawl, run, and/or jump.

TO APPLY, PLEASE PROVIDE THE FOLLOWING DIGITALLY:

Guided by its mission and respect for every child's life experience, the "Keys School challenges students to develop a keen intellect and a generous spirit, to advocate for themselves and others, and to honor curiosity and reflection in an increasingly hurried world." We look forward to the opportunity to learn more about your interest.

1. Cover letter addressed to Betsy Doss (she/her), Head of Lower School. The letter should describe your interest, experience, and commitment.
2. Current resumé.
3. List of three references with contact information.

Email the above as attachments to jobs@keysschool.org.

Only electronic applications will be accepted. Thank you.

Keys School is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, disability, orientation, or veteran status. For more information on the school, please visit keysschool.org