

**POSITION OPEN:  
Long Term Substitute**

The Miquon School is seeking a long term substitute to serve as an assistant teacher beginning in September of 2017. Miquon is a community that values racial, ethnic, economic, religious, gender, and social diversity and we seek applicants who represent and broaden that diversity.



Miquon is dedicated to preserving childhood, using innovative student-centered teaching practices, and developing children's knowledge of and appreciation for the environment. Time spent outside on our 10-acre campus including woods, fields, and creek is an integral part of every child's Miquon experience. We value independent thinking, varied individual and collaborative approaches to learning, authentic assessment methods, and creative, child-focused approaches to curriculum development.

Founded in 1932 in a tradition of Progressive education that is strongly upheld today, Miquon is an independent, coeducational elementary school just outside Philadelphia for children in Nursery through the 6th grade. The school enrolls approximately 150 students in eight mixed-age groups, typically 16-22 children in size. Each classroom has one group and one assistant teacher.

**The Role**

The assistant teacher works under the direction of the group teacher in an instructional capacity, helping to implement the program. The assistant teacher meets with the group teacher to plan language arts, mathematics and social studies lessons as well as whole group projects. S/he can lead small instructional groups, whole group discussions and classroom meetings, as well as work individually with students and assist in many other classroom duties.

At Miquon, assistant teachers develop a close and cooperative relationship with the group teachers, becoming closely familiar with the classroom schedule, rules, routines, and curriculum, and are able to run the classroom in the absence of the group teacher. In addition to planning with the group teachers before and/or after school, assistant teachers often plan their own small group lessons, manage and record progress of their group, observe and develop relationships with students, share student observations with the group teachers and other staff, as well as share personal interests and passions with students in class, and throughout the school. Assistants have the opportunity to work collaboratively with specialist teachers and other staff on a variety of projects. In sum, the assistant teacher contributes to, and helps to manage and support, all areas of classroom life.

Assistant teachers attend all in-service and staff development days and participate in staff and team meetings each week, as well as meetings involving various curricular study and/or institutional support committees. Assistants may also be required to attend regular meetings with

the Principal and group teachers, as well as occasional meetings with parents.

This opening is for a long-term substitute role, working full days Mondays through Fridays, starting at 8:00 am, with occasional work on evenings and weekends for special events. There is potential for the role to extend, depending on staffing needs.

### **Qualifications**

The person we are seeking will have:

- teaching experience at the elementary level;
- a bachelor's degree or commensurate experience;
- an interest in Progressive education;
- the ability to help nurture and develop young children's individual and healthy identities;
- the willingness to utilize current technology;
- the ability to move easily into and within a strongly collaborative environment;
- a continuing desire for professional development and growth;
- a dedication to equity and social justice;
- the capacity to understand, appreciate, and reflect the diversity of Miquon's families;
- the skills to communicate well, in writing and inter-personally, with parents, and colleagues;
- high energy, a strong work ethic, and a positive attitude; and
- the ability to partner with group teacher .

### **How to Apply**

Please send your resume, a cover letter that addresses your skills and experience in the areas listed above, and a list of three references to [resumes@miquon.org](mailto:resumes@miquon.org).

*The Miquon School does not discriminate on the basis of race, religion, gender, or sexual orientation in the employment of staff, admission of students, granting of financial aid, or the administration of school policies.*