



## **Assistant Teacher/Floating Substitute Teacher Job Posting**

Pine Cobble is looking for a full time assistant teacher/floating substitute teacher for the 2025-2026 school year.

### **About Pine Cobble School**

Pine Cobble School is a small all gender Beginners through Grade 8 independent school that embraces with open arms all races, ethnicities, and socioeconomic groups. The school's goal is to offer academic skills and other learning opportunities in a supportive, community based atmosphere that allows our students to learn, explore, and thrive.

### **Job Summary**

Through intentional collaboration, effective communication, a sense of equity in education, and an adherence to the Pine Cobble School's Community Pillars, the assistant teacher will provide classroom support for a teacher as they guide the class through a lesson by preparing materials, interacting with students and supervising projects. Duties include assisting the teacher in all aspects of instruction and classroom management.

### **Duties and Responsibilities**

- Prepare classroom equipment and instructional materials for lessons.
- Oversee students in non-classroom settings like lunch, recess and field trips
- Work in small groups or one-on-one with students in the classroom to reinforce instructional material
- Perform recordkeeping duties associated with the classroom including attendance and grade calculation
- Instruct students in proper classroom procedures and behavior
- Collaborate with teachers and parents on a regular basis regarding student progress
- Modify instructional materials as necessary for students
- Collaborate with teachers to provide students with an enriching and productive educational environment
- Work with teachers and parents to develop instructional strategies for students
- Provide individualized assistance to help students understand course material and resolve issues.

- Supervise the class when the teacher is unavailable and follow lesson plans provided by the regular teacher to create a cohesive and consistent learning experience for students
- Help prepare the classroom each day
- Assist with cleaning up projects
- Coordinate student pickup and drop-off
- Participate in School activities including chaperoning and participating in field trips, service days, and field days
- Perform other duties that fall within the employee's abilities that may be assigned by School administrators from time to time
- Adapt teaching methods to fit the needs of each individual student
- For long-term substitutes: develop lesson plans and assignments consistent with the regular teacher's past lesson plans. Prepare classroom equipment and instructional materials for lessons.
- Perform other duties that fall within the employee's abilities that may be assigned by School administrators from time to time

### **Skills and Qualifications**

- Associates or Bachelor's degree preferred
- Excellent communication skills
- Patience when dealing with students of varying abilities and backgrounds

### **Physical Requirements**

This position requires a moderate amount of walking, standing, sitting, and climbing stairs whenever necessary. Activities also include moderate physical exertion in body movement, such as reaching, bending, twisting, grasping, pushing, and pulling of objects. This position requires lifting objects of 20 pounds on a frequent basis, and over 20 pounds occasionally. There is a frequent requirement of fine manipulation associated with the required use of a computer and other business machines.

### **Nondiscrimination Statement**

The School is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, pregnancy or pregnancy-related condition, sexual orientation, gender identity and expression, national origin, ancestry, age, physical or mental disability, genetic information, veteran status, military service, application for military service, or any other status protected by applicable law. The School will make reasonable accommodations for qualified individuals with known disabilities or pregnancy-related conditions, in accordance with applicable law.

### **To Apply**

Please submit a cover letter, résumé, and 3 references to Ellen Sutherland, Director of Human Resources at [e.sutherland@pinecobble.org](mailto:e.sutherland@pinecobble.org).