



**Charles Wright
Academy**

7723 Chambers Creek Road West
Tacoma, WA 98467-2099
253/620-8300
www.charleswright.org

Lower School Assistant Teacher (Preschool 3's)

Posting Date: April 16, 2019

Application Deadline: Open Until Filled

Start Date: August 15, 2019

About the School: Charles Wright Academy (CWA), located on a beautiful, wooded 107-acre campus, serves 654 students in Preschool through 12th grade. The only coeducational independent Preschool-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students' social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.

Charles Wright Mission Statement: Charles Wright Academy provides a rigorous and dynamic liberal arts education built on the principles of excellence and compassion. Within an inclusive and globally aware learning community, we foster self-reliance, integrity, social responsibility, and humor, inspiring our students to discover within themselves the courage to achieve their personal best in mind, body, and spirit.

SUMMARY: This position is a full-time faculty appointment for the 2019-20 academic year as the *assistant teacher* in brand-new preschool (3s) class opening fall 2019. The assistant teacher supports the lead teacher. Ideal candidates have worked with three-year olds, have experience in emergent, project-based curriculum, early childhood units, and a willingness to learn.

RESPONSIBILITIES:

- Support and collaborate with lead teacher in all aspects of the program: curriculum development and implementation; child and family relationships; classroom management and maintenance including preparing materials and cleaning, supervision, and documentation.
- Represents Charles Wright Academy in a positive manner with all constituencies.
- Cultivates a joyous, inviting, and nurturing learning environment for all children.

QUALIFICATIONS:

- High School diploma or equivalent required; early childhood units and college degree preferred.
- Ability to communicate clearly.
- Seeks and responds to constructive criticism and direction.
- Good organizational skills and an ability to work independently.
- Sense of humor, a passion for working with children and an ability to relate well to a variety of constituencies (faculty, parents and students).
- A commitment to diversity and inclusion with a strong sense of cultural competency.
- Familiarity with Google G-Suite for education and Mac hardware/systems is preferred.
- First Aid/ CPR certification and Food Handler Card preferred, required prior to start.

SALARY/BENEFITS: Salary is competitive and dependent upon background, and breadth of experience. Charles Wright offers a generous benefits package including medical/dental/vision, life and long-term disability, paid-time off and participation in the retirement plan, including an employer contribution once eligibility is met.

HOURS: full-time, hours TBD

APPLICATION PROCESS:

Interested candidates should send a letter of interest, which identifies where you first learned of the position, a list of completed early childhood education units, and a resume to:

Email: humanresources@charleswright.org

Mail: Attention Office of Human Resources at address above.

In-person application: Follow campus signs to “Upper School”, using Upper School visitor parking. The Office of Human Resources is open Monday through Friday, 8:00 am – 4:30 pm.

No phone calls, please.

Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.