

## **SFFS Flex Teaching Aides**

As we look ahead to our return to in-person teaching and learning at SFFS, Flex Teaching Aides will be important members of the SFFS teaching team. The Flex Teaching Aides will be key in helping maintain safe and productive learning experiences and environments for all. The role will be on campus four days per week - Monday, Tuesday, Thursday, and Friday - for the full school day (8am-3:30pm). We seek individuals compelled by the Friends School mission, which includes an exemplary education supported by a community dedicated to peaceful problem solving, service to others, simplicity, respect for the individual, and silent reflection.

### **Overview of Responsibilities**

Flex Teaching Aides will serve students in all grades K through 8. Our lower school has two classes at each lower school grade level, K-4. Our middle school has four to five sections per grade, 5-8. Flex Teaching Aides will assist either Lead Teachers or the grade level Teaching Assistants in various grades and subjects where needed. This role reports to either the Lower or Middle School Division Director. Flex Teaching Aides will be involved in most, if not all, of the following duties:

- Facilitating and monitoring safety routines, including COVID-19 policies and procedures.
- Maintaining classroom spaces, and preparing materials for lessons (this will include thorough and frequent cleaning of materials and spaces throughout the day)
- Social emotional learning support for students
- Supervision of children, including recess, lunchtime, arrival and dismissal
- Safely supporting individual, small and large groups of children in many subjects
- Accompanying students and attending some specialist classes, as needed
- Provide short-term coverage for Lead Teachers or Teaching Assistants, as needed

\*Please note: This is a position that is built around being on campus. If the school transitions back to distance learning, the role will be on hold until students transition back to campus.

Additional responsibilities may be considered based on individual interests and experience. We seek to staff our school with educators:

- who are flexible and willing to adapt to the needs of their students and the overall school during these extraordinary times
- who have a pioneering spirit, take initiative, have an interest in Quaker educational pedagogy
- who are inspired to develop creative problem solving skills and be active and engaged members of the SFFS community.

*Please email a resume and letter of interest to [jobs@sffriendsschool.org](mailto:jobs@sffriendsschool.org), with attention to Guybe Slangen, Director of Community Engagement*

*The San Francisco Friends School is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, gender, gender identity or expression, sexual orientation, disability, age, military or veteran status, marital status or any other category protected by law. The school also makes reasonable accommodations for qualified applicants with disabilities; candidates who need accommodations in order to apply for this position should contact Guybe Slangen at [gslangen@sffriendsschool.org](mailto:gslangen@sffriendsschool.org)*