

## **Learning Center Assistant**

Wayne Country Day School seeks a committed, skilled, and energetic tutor/teacher to join our team for the 2025-26 school year. They will be responsible for teaching math lab classes and aiding students in our Learning Center in alignment with our school's mission of preparation and formation of students for the world beyond college. The position can be either part time or full time based on the experience of the candidate and needs of the school.

The ideal candidate possesses a passion for teaching, a team-oriented approach to collegiality, enthusiasm for creating and implementing an innovative curriculum, strong interpersonal skills, and a deep knowledge of child development.

### **Major Duties & Responsibilities**

- Plan and implement engaging lessons aligned with the school's curriculum, philosophy, and mission.
- Implement and maintain effective classroom management systems.
- Prepare student reporting and grades, which include narrative descriptions of students' strengths and challenges.
- Communicate regularly with families about curriculum and student progress.
- Utilize and maximize regular professional development opportunities.
- Engage in proven strategies to improve students' math results
- Aid and tutor students who require extra help
- Update curriculum and materials as needed.
- Participate in the school community, including faculty meetings

### **Knowledge, Skills & Abilities**

- Knowledge of child development, best practices, and current trends in education
- Demonstrated classroom management skills, including time, space, and materials for the most effective learning
- Experience with diverse instructional strategies
- Outstanding interpersonal, organizational, and communication skills
- Ability to integrate technology effectively

### **Qualifications**

- An undergraduate degree is required.
- A minimum of three years of teaching or a related discipline is preferred.
- Prior experience teaching students math preferred but not required

- Salary is dependent on experience. Benefits include generous paid time off, health insurance, retirement plan, and tuition discount for children of employees enrolled at the school.

Candidates should send the information listed below as a single pdf file to Barbara Baker at [bbaker@waynecountryday.com](mailto:bbaker@waynecountryday.com):

- A cover letter, explaining your strengths as a candidate and why you are interested in the position.
- Résumé
- A statement describing your outlook and philosophy of education.