



Position Title: Assistant Teacher PreK-8th Grade **Reports to:** Executive Director
Employment Type: Temporary, Seasonal **Hours:** 7:45 a.m. - 3:45 p.m.
Salary: \$3,500.00

About the Organization

Horizons at the Ethel Walker School is a community-centered, long-term learning program supporting students from the Hartford area. Horizons mission is to build long-term partnerships with students, families, communities, and schools to create experiences outside of school that inspire the joy of learning. The main component of Horizons is a six-week summer program located on the campus of The Ethel Walker School, where students participate in academic, cultural, and recreational enrichment activities, including teaching all students how to swim. The six-week program is supplemented by a growing school-year program, where students participate in out-of-school educational, enrichment, and community service activities. Horizons at The Ethel Walker School operates a proven model and is part of an affiliated network with over 70 Horizons sites serving students across the country.

Our Commitment to Equity, Diversity, Inclusion and Belonging

Horizons at The Ethel Walker School strives to create an inclusive, affirming, and welcoming environment that allows all team members to thrive. Because of our Network-wide commitment to EDIB, the ideal candidate for this role must be comfortable engaging in discussions, self-reflective, and willing to challenge themselves and others to learn and grow continuously.

About the Position

Horizons at the Ethel Walker School seeks dedicated, adaptable, and effective Assistant Teachers with a dynamic talent for creating and nurturing a lifelong love of learning in children. We seek a talented, passionate, caring professional who will work as a team player and create a joyous, inclusive, inspiring, and educational culture. The Assistant Teacher will work with a Lead Teacher and Reading Specialist and will be supported by the Executive Director. Applicant may state Grade level preference, but final placement will be on an “as needed” basis.

Key Responsibilities

Before summer programming

- Attend orientation and training sessions
- Meet with the Lead Teacher and Program Leaders to support the design and preparation of a high-quality, culturally responsive, project-based curriculum to engage students in learning throughout our six-week summer learning program.

During the summer program

- Assist in planning community engagement and experiential learning opportunities
- In partnership with teaching staff, maintain cleanliness and completeness of the classroom environment and materials
- Support curriculum implementation with material-making
- Lead one-on-one and small-group instruction
- Promote social and emotional regulation and development among students
- Accompany and support students during swim instruction, enrichment activities, and off-site field trips
- Supervise and participate in breakfast and lunch with students
- Attend community events and weekly faculty meetings
- Support the development of a safe, respectful, and fun learning environment
- Assist in evaluating student progress and program effectiveness
- Help maintain ongoing communication with lead teachers and families

*In the event of the Lead Teacher's absence, the Assistant Teacher will assume the Lead Teacher role with support from other staff

During the school year

- Participate in the planning and delivery of Saturday Academies for students and families.

Requirements

- At least 2 years of college or equivalent experience in the field of education or non-profit work
- A strong passion for creating brave, holistic, and joyful educational opportunities in an all-girls environment

Program Dates:

Staff Training and Planning:	June 16-18, 2025	8:00 - 3:00
Six Week Program:	June 23-August 1, 2025	7:45 - 3:45
Weekly Staff Meeting:	Day & Time TBA	

All qualified candidates are encouraged to apply.

To apply, please submit a resume, cover letter, and contact list of three (3) professional references to cross@horizons.ethelwalker.org Carol Ross, Executive Director

For information on The Ethel Walker School, please visit our website at www.ethelwalker.org