



About Stevens Cooperative School

Stevens Cooperative School, which was founded in 1949, is the only nonsectarian independent elementary school with campuses in Hoboken and Jersey City. Stevens is the oldest parent cooperative school in New Jersey, and an excellent model of progressive education in action. Originally an informal playgroup for children of the faculty at Stevens Institute of Technology, the School has grown into a full progressive nursery, elementary and middle school, with campuses in Hoboken and Jersey City.

Historically, Stevens has been located in Hoboken since its inception. In 2005, the board of trustees approved and opened a parallel campus in the fast growing Newport area of Jersey City. Today we operate four buildings in total with three of them located in Hoboken and one in Newport. Stevens serves over 435 students from 2-years-old through the 8th grade, of which 46% are ethnic minorities. Stevens is fully committed to a culturally diverse faculty and staff body and is eager to consider applications from traditionally underrepresented groups.

Associate Teacher Job Description

Stevens Cooperative School is seeking full-time Associate Teachers for its Hoboken and Newport campuses. Associate teachers are placed in our two-year-old program through 3rd/4th grades depending on skills and experience.

The ideal candidates will be passionate about working with children, have developed communication skills, and are committed to teaching and learning. As our associate teacher program is a mentoring program, it is important for candidates to be open to receiving feedback from head teachers and academic administrators. We are looking for a professional who is energetic, has a positive attitude, and is a self-starter. Working well with others in a small community and instilling confidence in the program with parents is required.

Primary Responsibilities:

- Work closely with head teachers to develop curriculum and collaborate on all classroom duties.
- Attend and run portions of parent-teacher conferences two times each year.
- Assess and maintain written records of individual student development, which includes competency checklists and narrative comments on reports.
- Follow and update current curriculum maps.
- Attend weekly faculty meetings.
- Communicate with colleagues and parents around student issues and needs
- Seek professional development in the field.
- Participate in the life of the school and be responsible for other duties as assigned by the principals and early childhood director.

Knowledge, Skills and Abilities:

- Bachelor's degree or higher from an accredited school
- Excellent character
- Experience working with children

Term of Employment:

- 10 Month
- Standard work hours and vacation as per the Faculty/Staff Handbook

To Apply:

Resumes and cover letters should be sent to Stevens Cooperative School, at jobs@stevenscoop.org with subject: Associate Teacher.