



LOWER SCHOOL ASSOCIATE TEACHERS SEARCH

START DATE: AUGUST 2026

POSITION OVERVIEW

HACKLEY SCHOOL's Lower School, a K-4 division serving 205 students on a 285-acre campus, seeks Lower School Associate Teachers for the 2026-2027 school year. Lower School Associate Teachers report to a Lead Teacher, Director(s) of the Associate Teacher Program, and to the Director and Assistant Director of the Lower School. Under their guidance and instruction, Associate Teachers are responsible for the general supervision and management of all aspects of a classroom of approximately 16 students, including their academic, social and moral growth.

The Associate Teacher program at Hackley is a four-year program, with yearly contract renewal. Hackley Associate Teachers may work in first-through fourth-grade classrooms. The ideal candidate embodies Hackley's core values of *"Enter Here to be and Find a Friend,"* *"United, We Help One Another,"* *"Character is Higher Than Intellect,"* and *"Go Forth and Spread Beauty and Light"* and models them for others. In addition, an open mind and interest in continuous learning is a must!

Hackley challenges students to grow in character, scholarship, and accomplishment, to offer unreserved effort, and to learn from the varying perspectives and backgrounds in our community and the world.



MISSION AND HISTORY

HACKLEY SCHOOL is a nonsectarian coeducational K-12 independent school located in Tarrytown, New York. Founded as a boarding school in 1899, Hackley enrolls approximately 860 students, including 25 five-day boarding students in grades 9-12.

Students experience joy in the classroom and make life-long connections with each other and with our dedicated faculty, 40% of whom reside on campus. Robust extracurricular programming on our 285-acre campus creates unique opportunities for each student to learn and grow beyond the boundaries of the school day. Hackley graduates have the knowledge and confidence to pursue their passions and the drive to make a difference.

ROLE RESPONSIBILITIES

The Lower School Associate Teacher's responsibilities include, but are not limited to:

- Implementation of academic curriculum in literacy, math and social studies.
- Assist science teacher on a weekly basis (in first and second grade only).
- Assistance as needed in special subjects.
- Implementation of Responsive Classroom approach and Second Step, a character development program.
- Ability to differentiate instruction across content areas.
- Maintenance of timely records on all students — including attendance, portfolios and assessment data.
- Assistance in writing reports on students.
- Assistance to the lead teacher in parent communications including conferences, email, website updates and newsletters.
- As asked by the lead teacher, communicating issues to the Director in a timely fashion.
- Supervision of lunch and recess, including one afternoon duty in Extended Day or Clubs and early morning duty.
- Dismissal of students daily.
- Attendance at grade-level team meetings and all faculty meetings — both whole school and Lower School.
- Attendance at school until approximately 4:30 p.m. to plan and prepare with colleagues.
- Attendance at special evening events, such as Back to School Night.
- Respectfully display student work.
- Committee membership on at least one Lower School committee.
- Keeping up to date on the latest educational research and literature.
- Regular collaboration with and observation of colleagues.
- Participation in observation cycles, including planning, teaching and debriefing.
- Attendance in summer professional development at the discretion of the school.

QUALITIES AND SKILLS

The ideal candidate embodies the School's core values and models them for others. The Lower School Associate Teacher should have:

- A bachelor's degree.
- A master's degree in Elementary Education, or be working toward a master's degree in Elementary Education or have plans to enroll.
- Knowledge of developmentally appropriate practices in elementary education.
- Ability to work collaboratively with children, families and colleagues.
- Leadership qualities and skills.
- Ability to help the lead teacher and administration implement, create and refine a high-quality, age-appropriate curriculum.
- Ability to successfully engage students to foster their cognitive and social-emotional growth.
- Willingness to learn about and engage in a variety of classroom management strategies.
- Effective organizational and planning skills.
- Clear and cohesive writing skills.
- Effective interpersonal skills.
- Ability to exercise professional judgment at all times.
- Ability to maintain a professional and respectful relationship with cooperating lead teacher.

SALARY AND BENEFITS

The current base salary for this 10-month faculty position is \$51,468 as published in Hackley's faculty salary stage scale.

Hackley School offers a comprehensive benefits package that includes a medical, dental and vision package; sick and vacation time; life insurance, AD&D and long-term disability insurance; flexible spending or health savings account; tuition remission; and the possibility of on-campus housing.

HOW TO APPLY

Please complete the online application form available at this link: [APPLY NOW](#).