



Horizons San Diego

Position Announcement: Aide (Lower Elementary)

Summer Dates: June 15 - 18 (Mandatory Training), June 22 - August 1, 2026 (Showcase on August 1)

Hours: Monday - Friday 8:00 am - 4:00 pm except July 4

School Year Dates (Meetups): A minimum of 6 monthly meetups

Location: Mission Hills campus of Francis Parker School, San Diego

### Organization Background

As an affiliate of the Horizons National network, Horizons San Diego is a year-round program with a summer intensive offering academic and enrichment support that addresses the achievement and opportunity gaps of students facing educational inequities. At the heart of Horizons lies an exemplary academic program that supports a cohort of students in reading, writing, math, and science. This is paired with swimming lessons, field trips, sports, and enrichment activities in the areas of performing and visual arts. The program also includes a year-round component featuring family events, enrichment activities, and communication with students' schools and teachers. Horizons San Diego is located at our host school, Francis Parker Lower School. For more information about Horizons, please visit <https://www.horizonsnational.org/> and <https://www.horizonssandiego.org>.

### Position Overview

Horizons San Diego is the most joyful, inclusive, inspiring place to educate children! We are seeking a dedicated and effective Aide with a dynamic talent for creating and nurturing a lifelong love of learning in children. We are looking for a talented, passionate, caring professional who will work as a team player to be part of this vibrant program, fulfill our mission, and create a joyous, inclusive, inspiring, and educational culture. The Aide will work with a Lead Teacher, Educational Associate, a Math and Reading Specialist, and will be supported by the Executive Director (ED) and Site Manager. We prioritize continuity for our students, and aim to bring on strong teachers who can return to the program for multiple years.

### Essential Job Functions:

The Aide will:

- Assist the Lead Teacher and Educational Associate Teacher in designing and teaching high-quality, culturally competent, project-based curriculum and engage students in learning math, science, and language arts throughout our six-week summer enrichment program.



- Assist in the planning and leading of fun, community-building games and enriching experiential learning opportunities, and accompany students to swimming lessons and field trips.
- Support the Horizons staff in identifying individual students' learning profiles, building on each youth's academic strengths, and coordinating resources and activities to best address their areas of need.
- Participate in daily meals with the students, attend faculty meetings, and perform other duties as assigned.
- Attend a one-week orientation session prior to the start of the program.
- Work with faculty/staff to review assessment data and align curriculum across subject areas.
- Develop and nurture a safe, respectful, challenging, and joyful learning environment.
- Assist in evaluating program effectiveness.
- As needed and appropriate, assist in accessing and attracting valuable resources from community institutions, the school system, public agencies, and local businesses to benefit the Horizons programs.
- Help maintain ongoing communication with parents, caregivers, and school-year teachers.
- Participate in the planning and delivery of learning activities (minimum of six Meetups) for students and families on Saturdays or evenings throughout the school year.
- Meet regularly with Lead Teacher and Educational Associate as needed to accomplish goals and/or problem-solve as issues occur.
- In collaboration with the Executive Director, provide ongoing input into this job description as the position unfolds to keep this job description as accurate as possible.

### Qualifications:

In addition to a strong commitment to the mission of Horizons, this position requires a balance of knowledge of best practices and practical experience, and proficiency in the skills of instruction. The ideal candidate for the Aide position must be flexible, well-organized, capable of taking the initiative, and full of enthusiasm for both teaching and learning. More detailed qualifications for this position include:

- High school graduate or equivalent; one year of college or more preferred.
- Previous experience working with children, specifically in a camp environment.
- Proven ability to relate well to diverse children and families.
- Fluency in English/Spanish preferred (bicultural also preferred).
- A strong passion for working with youth and a strong desire to help make a difference in the lives of under-resourced students.



- Ability to maintain good communication between all parties, to have clear expectations and directions, and to provide feedback to the ED, to staff, and to Horizons National as the curriculum and the program unfolds.
- Excellent communication, interpersonal, organizational, and time management skills.
- Leadership experience and the ability to work as a member of a multidisciplinary team.

#### Dates:

The position is full-time during the six weeks of the program and a minimum of 6 Meetups (Saturday mornings or weekday evenings) throughout the school year.

- Monday, June 15 - Thursday, June 18 - Faculty orientation week and classroom set-up
- Monday, June 22 - Friday, July 31, and Saturday, August 1 - Six-week program and Showcase
- Year-round program (Meetups): Minimum of two meetups per trimester (optional)

#### Salary and Benefits:

This is a Non-Exempt Seasonal position. The pay rate range is \$18-\$20/hour, depending on education and experience; this position is not eligible for benefits.

Meetups: Hourly rate

#### Non-Discrimination:

Horizons San Diego values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law. Horizons San Diego is an equal-opportunity employer.

#### Application Process:

If interested in the position, please email your resume, transcripts, and cover letter to [ksinnott@horizonssandiego.org](mailto:ksinnott@horizonssandiego.org).