



Position: Educational Assistant Teacher (Kindergarten - Grade 4)

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 to hire a dedicated and effective Educational Assistant Teacher with dynamic talent for creating and nurturing a lifelong love of learning in children. We are looking for talented, passionate, caring professionals who will fulfill the Horizons mission, and create a joyous, inclusive, inspiring, and educational culture. The Educational Assistant Teacher will work with a Lead Teacher and a Reading and Math Specialist and will be supported by the Executive Director 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 Educational Assistant Teacher will:

- Assist the Lead Teacher in designing and teaching a 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 other duties that may be required.
- Attend a one-week orientation session prior to the start of the program.

Horizons San Diego, 4201 Randolph Street, San Diego, CA, 92103

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- Work with faculty/staff to review assessment data and align curriculum across subject areas.
- Develop and nurture a safe, respectful, challenging, and fun learning environment.
- Assist in evaluating program effectiveness.
- As needed and appropriate, aid in accessing and attracting useful resources of community institutions, the school system, public agencies, and local businesses for the benefit of 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 6 Meetups) for students and families on Saturdays or Friday evenings throughout the school year.
- Meet regularly with the Lead Teacher 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 Educational Assistant Teacher position must be flexible, well organized, capable of taking initiative, and enthusiastic about teaching and learning. More detailed qualifications for this position include:

- Teaching experience is preferred with a gift for both building on students' love of learning and bolstering their basic academic skills.
- Proven ability to relate well to diverse children and families, to plan and deliver engaging, challenging lessons for urban school-age children, and to teach using effective strategies for second language learners.
- Knowledge and skill in classroom management, social-emotional learning, and specific strategies for developing children's noncognitive skills such as focus, determination, empathy, and self-discipline.
- Immersion in diversity work — both in training and in implementation — and a commitment to fostering culturally competent and inclusive learning environments.
- Fluency in English/Spanish preferred (bicultural also preferred).
- Experience designing and delivering curriculum for early elementary second language learners
- 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 Executive Director, 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 multidisciplinary team member.
- Elementary teaching credential or equivalent experience, with a BCLAD, preferred.



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: 6 MeetUps throughout the year.

Salary and Benefits

This is a Non-Exempt Seasonal position. The pay rate range is \$22.50-\$30 per 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.