



Summer Lower School Assistant Teacher, Dedham, MA

Organization Overview

Horizons at Dedham Country Day School (DCD) is an award-winning program that helps eradicate summer learning loss and the opportunity gap in the Greater Boston area. Modeled after the national Horizons Student Enrichment Program, Horizons' intensive six-week summer program is designed to prevent summer decline in academic performance and close the opportunity gap. Working in partnership with Horizons families, sending schools in Dedham and Boston, and the partner school, Horizons at DCD is committed to developing the whole child and offers activities that promote higher-level thinking and perspective, leadership development and boost self-efficacy – all while raising student aspirations and expectations for their lives. For more information about Horizons, please visit www.horizonsdcd.org.

Position Summary

Horizons at DCD is seeking a dedicated and effective Assistant Teacher 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 support this vibrant program, fulfill the Horizons mission, and create a joyous, inclusive, inspiring and educational culture. The Assistant Teacher will work with the Lead Lower School Teacher, reading specialist, and be supported by the Site Director, Assistant Director of Programs and Advancement and Executive Director.

Essential Job Functions include but are not limited to:

- Support the lead teacher in implementing literacy and math intervention lessons aligned to Horizons at DCD's curriculum priorities
- Provide small-group and one-to-one academic support to reinforce targeted skills.
- Assist with classroom management to ensure a safe, structured, and engaging learning environment.
- Supervise students during transitions, breakfast/lunch, arrival, and dismissal to busses.
- Support social-emotional learning by modeling positive behavior and reinforcing classroom expectations.
- Prepare instructional materials and organize classroom resources for daily lessons.
- Collect observational data and monitor student progress as directed by the lead teacher.
- Collaborate with teachers and program staff to meet the diverse needs of students.
- Maintain professional communication with staff and uphold Horizons policies and confidentiality standards.
- Ensure student safety at all times in alignment with Horizons procedures.
- Work in partnership with approximately 2 volunteers in the classroom each day.
- Attend daily swim instruction lessons with students providing encouragement to students.
- Participate in daily meals with the students, attend Faculty Meetings, and other duties that may be required.

- Willingness to drive a 16 passenger van to and from local field trips.

The position is a seasonal full time during the six weeks of the program. **The 2026 program will run from June 29th - August 7th. Our hours of operation are 8:15-3:15pm M-F with the exception of Wednesdays which include an additional hour for our weekly staff meeting.**

Mandatory Pre-Summer Orientation will take place on a Saturday in May or June TBD.

Qualifications:

- A strong desire to help make an impact in the lives of students from Dedham and Boston.
- Experience working with diverse elementary aged children.
- Excellent communication, interpersonal, organizational and time management skills.
- Elementary Education major preferred, but not required.

To apply please send resume, cover letter and three references to
Jessica Cohen, Executive Director
jcohen@dcds.net

Assistant Teacher Pay: \$200/day

Horizons at Dedham Country Day School is an equal opportunity employer.