ABOUT US: Located in the heart of Boston’s Back Bay, Kingsley is a premier, independent day school guided by a unique blend of Montessori philosophy and innovative programming. Kingsley offers a Montessori education tailored to the talents, curiosity, and growth of each student. Our progressive, inquiry-based programs cultivate students’ social and academic development, and prepare them to advance successfully to top public and private middle schools. Our core values of knowing every child during their Foundational Decade of Learning and partnering with parents propel students to reach their potential.

JOB SUMMARY: The position Teaching Intern is a unique opportunity for college students and adults interested in education or a career change to teaching. With a flexible yet consistent schedule created in collaboration with the Intern and school administration, this new role at Kingsley Montessori is the perfect opportunity for anyone seeking to gain experience in a school setting. We are searching for responsible, diligent and conscientious individuals with good communication skills, a commitment to professional growth, and interest in teaching and education fields. Kingsley is seeking Teaching Interns to join our school in a unique and multifaceted position. This is an exciting opportunity to work in one of Boston’s premier independent schools and gain a stronger understanding of the day-to-day operations. Teaching Interns work directly with students both in and outside of the classroom under the supervision and guidance of Kingsley’s professional staff. This is an opportunity for interested candidates to create a schedule and growth plan that will meet the needs of both Kingsley and the Intern. There is potential opportunity for Teaching Interns to lead Enrichment Classes during our Kingsley’s After School Program. Enrichment Classes take place once a week throughout each trimester, and Teaching Interns will be able to create and deliver curriculum that engages and builds upon itself throughout the entirety of each trimester.

Kingsley is seeking qualified interns to teach one (or more) of the following curriculum areas in our After School Program:

- Art
- Music
- Engineering
- Coding
- Recreation
- Foreign Languages
- Chess
- Creative Writing
- Reading
- Science
- Math
- Theater
- And more!

ESSENTIAL RESPONSIBILITIES:

- Assist classroom teachers with the day-to-day management of classroom time and transitions
- Work with classroom teachers to create and maintain class schedules
- Support with coverage during recess, lunch, P.E. class, and other occasions as needed
- Develop After School curriculum plans and activities to engage students through hands-on, engaging curriculum
- Monitor student attendance by collecting attendance rosters and updating attendance database
- Ensure the safety and well-being of each student by creating a safe and engaging classroom
- Observes all rules and regulations of Kingsley Montessori School
- Maintain overall professional personal appearance adhering to the guidelines of the Kingsley Montessori School
- Other essential duties as assigned
QUALIFICATIONS OF PREFERRED CANDIDATES:

- BA/BS degree acquired or in process
- Experience working with children
- Ability to work collaboratively with faculty to enhance community
- Interest in child development and best practices in education
- Commitment to respecting the needs of each child

TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING INFORMATION* BY EMAIL:

- A cover letter describing your interest in the position
- A current resume

APPLICATIONS SHOULD BE SENT TO:

Karen Diamond
Assistant to the Head of School
working@kingsley.org

*electronic file names must be in the following format:
FirstName LastName CoverLetter Year
FirstName LastName Resume Year