



**Grade 3 Assistant Teacher
Position Statement
Beginning Fall 2026**

Mission Statement

We inspire young people of talent and promise to develop clear values, a desire for wisdom, and an appreciation for all endeavors that broaden the mind and enlighten the spirit.

[View full Mission, Philosophy and Core Values on our website](#)



Green Hedges . . .

- **Is rooted in literacy, languages, math and science, music and art**
- **Is located in Vienna, VA**
- **Was founded in 1942**
- **Enrolls about 170 students in ages 2-5 Montessori and Preparatory Grades 1-8**
- **Is small by design**



Grade 3 Assistant Teacher

Green Hedges School seeks a talented, enthusiastic, collaborative, and student-centered Assistant Teacher to support the Grade 3 classroom beginning in the 2026–2027 school year. The Assistant Teacher works closely with the Grade 3 Homeroom Teacher to foster a nurturing, engaging, and academically challenging learning environment that reflects the Green Hedges mission, philosophy, core values, and commitment to belonging and inclusion.

The successful candidate will possess a passion for working with elementary-aged children, strong interpersonal skills, flexibility, initiative, and a commitment to supporting both the academic and social-emotional development of students. The Assistant Teacher reports to the Assistant Head of School and collaborates regularly with classroom teachers, specialists, learning support personnel, and families.

Scope of Responsibilities

- Assist the Grade 3 Homeroom Teacher in implementing developmentally appropriate curriculum and instruction across language arts, mathematics, social studies, science, and project-based learning experiences.
- Support differentiated instruction for individual students and small groups.
- Reinforce classroom routines, expectations, and organizational systems.
- Assist with lesson preparation, classroom materials, learning centers, and educational technology.
- Provide supervision and support during classroom activities, transitions, recess, lunch, field trips, and special events.
- Foster a positive, inclusive classroom culture that promotes curiosity, confidence, responsibility, and respect.
- Support students' social-emotional growth and positive peer interactions.
- Participate in faculty meetings, professional development opportunities, and school events as appropriate.
- Support schoolwide initiatives related to diversity, equity, inclusion, belonging, and community engagement.
- Maintain confidentiality regarding students, families, and school matters.
- Contribute to positive relationships with parents, guardians, and other caregivers.

Candidate Requirements

- Bachelor's degree in education, child development, psychology, or a related field (or currently pursuing such a degree).
- Experience working with elementary-aged children in a classroom, camp, tutorial, or similar setting.
- Knowledge of child development and effective classroom practices.

- Warmth, patience, and genuine enjoyment of working with children.
- Strong communication, organizational, and interpersonal skills.
- Initiative, adaptability, and strong problem-solving skills.
- Ability to work collaboratively as part of a teaching team.
- Enthusiasm for fostering an engaging and supportive learning environment.
- Experience supporting literacy and mathematics instruction (preferred).
- Familiarity with educational technology platforms and classroom-management systems (preferred).
- Training or coursework in social-emotional learning, Responsive Classroom practices, or differentiated instruction.
- Commitment to the values of diversity, equity, inclusion, belonging, and respect for all members of the school community.

Interested candidates should submit the following items electronically to Assistant Head of School Aaron Cahn at acahn@greenhedges.org:

- A cover letter expressing interest in this particular position and explaining how your professional background has prepared you for this role.
- A professional resume.
- Three professional references, including their email addresses and telephone numbers.

Green Hedges School is committed to equal employment opportunity. Green Hedges does not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, color, national origin, religion, creed, gender or gender identification, sex or sexual orientation, family status, economic status, military or veteran status, age, or physical or mental disability in the administration of its hiring and terms of employment of faculty and staff.