



Inspire and challenge.

At Belmont Day School, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.

Director of Associate Teacher Program

The director for the Associate Teacher Program is responsible for all aspects of the teacher training program at Belmont Day School. This program is currently part of the Lesley University Collaborative Internship Teacher Residency Program. Associate teachers earn a master's degree in middle, elementary, or early childhood education and a Massachusetts state teaching certificate. Currently, each associate teacher earns graduate course credit at Lesley University and at Belmont Day in courses taught by Belmont Day faculty and the Associate Teacher Program director.

This is a 0.75 FTE, twelve-month, exempt and benefit-eligible position, which reports to the assistant head of school. This position begins on July 1, 2025, and is not eligible for employer-sponsored relocation.

Responsibilities

- Create rigorous and joyful curriculum experiences for associate teachers
- Develop a dynamic and successful outreach program to recruit high-caliber associate teacher candidates
- Liaison with educational institutions and meet college requirements
- Explore expanding the current program to include other opportunities for the school
- Provide direct instruction of coursework and effective assessment
- Recruit and supervise teacher leaders to develop and execute curriculum coursework
- Provide clear expectations, feedback, and in-depth training to mentor teachers
- Provide clear and helpful feedback to support the development of strong future teachers
- Keep careful anecdotal and assessment records and use them to write accurate, comprehensive reports and references
- Support associate teachers in the search for employment
- Participating fully in the fulfilling, demanding, and rich life of the school

Competencies

- Understanding of the developmental range of Pre-Kindergarten through 8th grade education
- Deep appreciation and commitment to the craft of teaching and working with adult learners
- Demonstrated commitment to and experience advancing diversity, equity, inclusion, and belonging at an institutional level
- Demonstrated cultural and instructional proficiency and able to utilize and develop these competencies to best serve the community's needs
- A sense of humor, flexibility, energy, patience, and creativity
- High level of organization
- Strong collegial and interpersonal skills
- Excellent written and oral communication skills
- Senses of humor, flexibility, adaptability, and a commitment to being a part of a vigorous and thoughtful learning community

Required Education and Experience

- Master's degree required
- 5+ years of experience as a classroom teacher
- 3+ years of experience in educational leadership
- Experience mentoring, supervising, and evaluating others
- Understanding of Massachusetts licensure requirements

Salary Range: \$75,000 – \$100,000

Please submit a cover letter and resume specific to this position to careers@belmontday.org. Materials must be received by Friday, June 13, 2025.

Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution and is an equal opportunity employer. BDS complies with all legal requirements in connection with admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.