



Title: PreK 4 Teacher
Classification: Salary; Exempt

Status: Full-time; 9.5 months
Reports to: Head of Lower School

JOB SUMMARY

The PreK 4 Teacher is a full-time 9.5-month co-teaching position and reports directly to the Head of Lower School. Major responsibility of the position is to develop and execute teaching plans for assigned subject(s) in a self-contained classroom, develop social and emotional growth of young children (4-year-olds), and communicate with students and parents to meet subject objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Act as the co-advisor for one class of students and actively communicate with the parents of those students.
 - Create an environment where young children are able to develop socially and emotionally through purposeful interactions, activities, and teachable moments.
 - Differentiate instruction for students based on ability and/or interest.
 - Develop centers/workstations for literacy, math, science, fine arts, and motor development concepts.
 - Manage and monitor student learning.
 - Coordinate and collaborate with other instructors and administration to develop the whole child.
 - Assist with preparing course materials, such as teaching materials, assessment rubrics, articles, manuals, etc.
 - Implement our IMPACT curriculum which focuses on habits of work and mindfulness.
 - Conduct conferences with parents at scheduled intervals and on an as-needed basis.
 - Adhere to Parish Episcopal "Characteristics of Effective Teaching".
 - Promote the school's statement of mission and philosophy.
 - Work and plan collaboratively with the teaching team.
 - Perform assigned duties such as carpool, lunch, and recess duties.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development Meetings
 - Attends Chapel
 - Attends Division Meetings
 - Attends Department & Team Meetings
 - Attends school events such as Lower School Night, Admission Open House, Field Trips/Class Trips
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QUALIFICATIONS

Education and Experience:

- Bachelor's Degree; relevant Master's Degree preferred
- 3-5 years' teaching experience

Job Knowledge, Skills, and Abilities:

- Knowledge and experience using a hands-on, active approach to teaching and learning with early childhood students
 - Command of the subject matter and the developmental needs of early childhood students
 - Creative, energetic, and innovative spirit
 - Drive and willingness to participate in ongoing professional development and independent learning to meet the necessary demands of the position
 - Excellent communication and organizational skills
 - Enthusiasm, commitment, and dedication to the continued development of Parish initiatives
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WORKING ENVIRONMENT| PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- ☐ Office Environment
- ☒ Classroom Environment
- ☒ Works Primarily with Students
- ☐ Works Primarily with Adults; Some Exposure to Students
- ☐ Travel - Light
- ☐ Travel - Heavy
- ☒ Evening and/or Weekend Commitment - Light
- ☐ Evening and/or Weekend Commitment - Heavy
- ☒ Inside
- ☒ Outside
- ☒ Works with Others
- ☐ Works Alone
- ☐ Extreme Heat
- ☐ Extreme Cold
- ☒ Noise

Physical Requirements:

- ☒ Seeing

- ☒ Color Perception
- ☒ Hearing
- ☒ Clear Speech
- ☒ Touching (Hand and Finger Dexterity)
- ☒ Sitting
- ☒ Fine Finger Manipulation in Use of Computer
- ☒ Standing
- ☐ Ability to Move Distances
- ☐ Hillcrest Campus includes 5 buildings, 10 acres
- ☐ Midway Campus is 350,000 square feet, 50 acres
- ☐ Driving
- ☐ Climbing
- ☐ Balancing
- ☒ Kneeling
- ☐ Crawling
- ☒ Reaching
- ☒ Twisting or Bending at Waist
- ☐ Pushing or Pulling

- ☒ Lifting 0 - 20 pounds
- ☐ Lifting 0 – 40 pounds
- ☐ Lifting 0 – 75 pounds
- ☐ Carrying 0 - 20 pounds
- ☐ Carrying 0 – 40 pounds
- ☐ Carrying 0 – 75 pounds

Mental Requirements:

- ☒ Reading - Simple
- ☐ Reading - Complex
- ☒ Writing - Simple
- ☐ Writing - Complex
- ☐ Clerical
- ☒ Basic Math Skills
- ☒ Analysis and Comprehension - Simple
- ☐ Analysis and Comprehension - Complex
- ☒ Decision Making - Simple
- ☐ Decision Making – Complex
- ☒ Exercise Discretion - Simple
- ☐ Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.
