

POSITION TITLE: Pre-Kindergarten Lower School Teacher
DIVISION/DEPARTMENT: Lower School
REPORTS TO: Head of the Lower School
CLASSIFICATION: 12 months

The St. Paul's Schools are a family of independent, college-preparatory schools serving more than 1,300 students—infants through grade 12—on a single 120-acre campus in Brooklandville, Maryland. We are coeducational in the Preschool and Lower School divisions with single-gender Middle and Upper Schools. The St. Paul's Schools educate hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We deepen students' knowledge and nurture their intellectual curiosity so that they can achieve their best and serve in the world with confidence and compassion.

JOB SUMMARY: Our Lower School Teachers are passionate, innovative, and dedicated members of the St. Paul's community who embrace the philosophy, values and mission of the School while always striving for excellence. Teachers are committed to individual and professional growth, value and respect every member of the community, and are devoted to helping students achieve success.

Teachers of pre-kindergarten should be energetic, compassionate people who are ready to collaborate in a team setting and who are flexible and able to manage young students with a variety of learning and developmental needs.

POSITION DESCRIPTION:

Under the guidance of the Lower School Head, the pre-kindergarten teacher is responsible for implementing all aspects of supervision within their classroom. These duties include planning, implementing and evaluating developmentally appropriate activities, overseeing the safety and supervision of children under their care, and maintaining a classroom budget. The teacher's responsibilities include, but are not limited to, the following:

Planning and Preparation:

1. Demonstrate knowledge of content and pedagogy
2. Demonstrate knowledge of students and their learning and developmental needs
3. Select appropriate instructional and behavioral goals that align with school standards
4. Design coherent and engaging classroom experiences that are age appropriate and student centered
5. Assess student learning consistently and appropriately

Instruction:

1. Communicate clearly and accurately
2. Use quality questioning and discussion techniques
3. Engage students in learning with a variety of pedagogical approaches
4. Provide regular and appropriate feedback for students
5. Demonstrate flexibility and responsiveness to student needs

The Classroom Environment:

1. Create an environment of respect, warmth, and engagement with learning
2. Establish a culture for learning which embraces a growth mindset
3. Manage classroom procedures consistently

4. Manage student behavior in accordance with school norms
5. Organize physical space with the needs of the pre-kindergarten child in mind

Professional Responsibilities:

1. Reflect on own teaching independently and with colleagues
2. Maintain accurate records
3. Communicate and partner with families
4. Contribute to the school community through committee and outreach work
5. Grow and develop professionally; be willing to share knowledge with colleagues as well as learn from colleagues.
6. Show professionalism in decision making
7. Collaborate with colleagues

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree, with prior teaching experience. A Master's degree is preferred. Candidates must have excellent writing, interpersonal, and organizational skills, and the ability to work independently in dealing with the diverse elements of the school environment. The individual must be capable of managing students in a variety of settings and situations and be actively engaged in the classroom and assigned duty activities. Experience with Reading Workshop Units of Study is preferred, but not required.

Rooted in the Episcopal tradition, St. Paul's is a community that values excellence of character as much as academic excellence. Beginning with our youngest students, we focus on instilling values such as respect, integrity, inclusivity, and responsibility. The St. Paul's Lower School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time faculty members are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include free lunch, fitness center and tuition remission. Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@spsfg.org. The St. Paul's Schools is an equal opportunity employer.