

# All Saints Academy

**Position:** Director of Early Childhood/Early Childhood Teacher

**Academic School Year:** 2021-2022

**Reporting Line:** Reports to Head of the Lower School

**School Summary:**

All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

**Mission:** Inspiring independent thinkers, principled leaders, and humble learners.

**Vision:** All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with a purpose, direction, commitment, and success.

**Position General Summary:**

All Saints Academy, an independent, Episcopal school in Winter Haven, Florida, seeking a full-time **Early Childhood Teacher and Director of Early Childhood** who will provide Early Childhood training and education which focuses on beginning development in language, phonics, numerical, physical, social and emotional development. Director maintains classroom responsibilities in addition to Director responsibilities. The Early Childhood Teacher/Director is a 12 month position with Summer Camp DCF Compliance duties included.

**Classroom/Teaching Responsibilities:**

- Develop and execute a careful and creative lesson plan
- Observe each child to help him/her improve social competencies and build self esteem
- Encourage children to interact with each other
- Organize nap and snack time
- Supervise children to ensure they are safe at all times

- Track children's progress and report to parents
- Communicate with parents regularly
- Collaborate with other educators
- Maintain a clean and tidy classroom consistent with health and safety standards
- Ability to assist children with self-help skills
- Ability to lift 40 lbs.

**Director responsibilities:**

- Maintain DCF License & record keeping
- Coordinate Friday Morning Opening
- Plan monthly EC Staff Meetings
- Coordinate Staff and Student Observations
- Maintain Physical Environment used by Early Childhood
- Plan, organize and administer ASA Early Childhood Monthly Events
- Order Supplies for school year and events
- Communicate with administration, staff and parents
- Maintain DCF Compliance for Summer programs

**Qualifications:**

- Bachelor's Degree required (Early Childhood or Elementary Education is preferred)
- Valid Florida Professional Teaching Certificate (preferred)
- Minimum of three years of successful teaching experience with Lower School-age or Early Childhood-aged children is preferred
- State of Florida Fingerprint and Background Screening
- DCF Director Credential required
- DCF 45 Hours Child Care Training
- First Aid training is required, CPR certification is preferred

**Please send a resume and cover letter to [HR@allsaintsacademy.com](mailto:HR@allsaintsacademy.com).**