



Position Title:	LSB PreK Maternity Leave Replacement
Position Status:	Full-time, 4 months
FLSA Classification:	Exempt
Reports To:	Head of Lower School

Position Purpose:

The LSB PreK Maternity Leave Replacement supports the Head of Lower School, faculty, and students to ensure that we are living our mission and values on a daily basis through the following:

Essential Functions:

I. Student Instruction:

- A. Sets up and prepares classroom - physical layout and decorations
- B. Establishes and implements classroom rules and routines for students first year at SCH
- C. Teaches students phonological awareness, concepts of print, math, social studies, social-emotional learning, etc. through specified curricula.
- D. Follows, adapts, and develops curricula as appropriate.
- E. Evaluates and tracks student progress through multiple measures.
- F. Tailors instruction to meet the needs of students.
- G. Creates a positive and inclusive learning environment for all students.
- H. Manages student behavior through effective classroom management techniques.
- I. Assesses and responds to social and emotional needs of students throughout the day.

II. Family Partnerships:

- A. Creates positive, meaningful relationships with families through weekly communication.
- B. Conducts August and October parent conferences.
- C. Writes a winter narrative report and skills checklist.

III. Professional Conduct:

- A. Builds and maintains collaborative working relationships with colleagues and administration.
- B. Contributes positively to the culture of the division.
- C. Demonstrates a commitment to professional growth.

IV. Any Other Duties Assigned by Head of Lower School

Qualifications:

- Master's Degree in Elementary Education or related field, preferred.
- A minimum of three years of working with elementary-aged students, preferred.
- Excellent communication, both oral and written.
- Knowledge of content, curriculum, methods, and materials for elementary education.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Continued engagement in professional learning experiences through conferences, presentations, and/or workshops.
- Proficient with GSuite and Smart Notebook.

Physical Requirements and Work Environment

- Be able to occasionally lift up to 50 lbs.
- Regularly use close and distance vision.
- Frequently stand and talk or hear and sometimes walk and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional climate-controlled classroom environment with moderate noise level.

Application Procedures

Interested candidates, please **e-mail** a cover letter, resume, statement of education philosophy, and contact information for three references to careers@sch.org.

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