



Job Description: Early Childhood Teacher

Job Status: Part Time (27.5 hours per week) and Full Time Positions

Reports to: Division Head

Schedule: School year

Summer duties: Professional Development & Preparation for Upcoming Year

Position Summary

Early Childhood at St. Paul's encompasses toddler - kindergarten (age two years through kindergarten). Early Childhood teachers are a valuable part of the St. Paul's faculty. Each teacher works closely with their grade level team to ensure a quality program for students. Teaching duties and structure vary depending on the grade level being taught.

Major tasks & duties

- Plan and deliver developmentally appropriate lessons and activities for students.
- Work closely with colleagues to assess students' skills and provide differentiated instruction to meet the needs of both students who need enrichment and those who need support.
- Teach chapel lessons and integrate the life skills into the curriculum. Be an active participant and role model during all chapels.
- Work individually with students, specialists as needed, parents, colleagues and administrators to develop and implement the best instructional approaches.
- Clearly and timely communicate with colleagues and parents both in writing and face to face as needed.
- Lead parent/teacher conferences and be available to meet with parents as needed.
- Prepare and submit a weekly online post updating the community on what is taking place each week within your grade level.
- Complete grade cards and comments.
- Order and maintain appropriate supplies and materials and work within provided budget.
- Work collaboratively to achieve the mission of the school.
- Set an example of intellectual curiosity, critical thinking, life-skills, self-motivation and self-discipline.
- Model competence, personal responsibility and respect for others in every aspect of the job.
- Meet regular and predictable attendance requirements, including attending division and all school meetings, division and all school chapels, professional work days, and admissions related events.
- Act as an ambassador for the school by attending school-wide events and supporting the school community outside of the classroom whether it's at special events, sporting events, or in other venues.

Minimum qualifications

- Bachelor's degree in related field.

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.