



Job Title: Lower School Kindergarten Teacher

Position Title: Lower School Kindergarten Teacher	Reports to: Head of Preschool & Lower School
Job Category: Professional	FLSA: Exempt, Salaried
FTE: 1.0; School-Year Position	Current Date: March 2022

General Summary: Provide instruction and support to the Lower School kindergarten children through innovative instruction to meet a variety of student needs, in alignment with the School’s curriculum goals. Lead students towards fulfillment of their potential for intellectual, emotional, social, and physical growth and maturation. Performs complex professional work while motivating students to develop skills in the areas of English, Math, Social Studies, and Science at the kindergarten developmental level.

Essential Duties and Responsibilities:

- Experience with engaging children to explore, discover, construct, represent, and convey new knowledge.
- Lead small group projects in which children co-construct knowledge.
- Organize spaces to spark ideas allowing children to explore, discover, and represent new learning in many ways.
- Collaborate with team members to build a strong learning community in which children thrive.
- Partners with faculty to collaborate in world language, outdoor education, physical education, music, and library.
- Access outdoor spaces on over 120 acres with children to develop language, critical thinking, and an appreciation of the natural world.
- Maintain a classroom environment that invites creativity, problem-solving, collaboration, and self-expression.
- Develop and maintain relationships with each child and family.
- Create a strong collaboration with families, teachers, and the greater USM community, so children can flourish in an environment where they are known and loved.
- Increase the academic performance of all children by creating a classroom environment that is conducive to learning and appropriate to the maturity and interest of the children.
- Plan instruction consistent with the School’s approved curriculum for kindergarten.
- Prepare for classes as assigned and shows evidence of lesson preparation upon request.
- Establish appropriate plans for substitute teachers.
- Develop appropriate formative and summative assessments to guide instruction and assess learning.
- Provide regular feedback to children and parents through conversations, reports, and conferences.
- Work collaboratively with administrators to strengthen the preschool curriculum.
- Initiate, implement, and coordinate a variety of program components which will further enrich the Lower School.
- Use technology to document learning through photographs, dictation, and work samples.
- Communicate ideas, projects, and learning within classroom news pages and media approved by Administration.
- Complete other tasks as deemed appropriate by the Preschool & Lower School Administration.

Knowledge, Skills, and Abilities:

- A passion for elementary education and understands the needs of young children.
- Strong content knowledge in elementary education, including best teaching practices.
- Ability to interpret data in order to improve student learning.
- Strong classroom management skills with the ability and desire to work with a diverse student body.
- Ability to work collaboratively with others and maintain positive professional relationships.
- Excellent writing and communication skills.
- Excellent organizational skills with a strong degree of self- direction and motivation.
- Ability to work outside of the normal school day hours when necessary.
- High level of maturity, confidentiality, and assertiveness.
- Capable of competently operating technology.

Education and Experience:

- Experience with Reggio Emilia Approach in a classroom setting
- Pedagogical understanding of constructivist education
- Bachelor’s Degree in Education or Early Childhood; Master’s Degree preferred
- WI DPI License 777 preferred
- 3-5 years teaching experience in kindergarten preferred

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.		X		
Lifting/pulling/pushing up to 5-25 lbs. (i.e. boxes of books and mobile computer carts, etc.)		X		
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	



Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X
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Working Conditions: Great working conditions in a school environment

Drug Free Workplace:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace Policy.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding the position perform additional duties and additional duties and rules may be assigned.