

**St. Mary's Academy
Employment Posting for Faculty**

Job Position: Full-time Prekindergarten Teacher (4-Year-Old Classroom)

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed Preschool-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Preschool to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal-opportunity employer.

Job Description:

St. Mary's Academy is seeking an Early Childhood Educator to teach one four-year-old classroom through a traditional school year calendar from 7:30-3:30 pm. This is a full-time, 10-month, exempt position reporting to the division principal, beginning in August 2024. The ideal candidate brings compassionate leadership, works well within a team, and exudes a warm and nurturing demeanor.

Through regular conversations with their division principal and colleagues, St. Mary's Academy teachers learn and understand their job responsibilities. It has been a hallmark of teachers throughout the history of SMA that their work goes beyond the classroom and includes not only the academic preparation of the student, but also the emotional, social and spiritual development of students. Additionally, teachers at St. Mary's Academy are enthusiastic and energetic and they find support for new ideas. This enthusiasm is encouraged and applauded at SMA. Additionally, faculty members at St. Mary's Academy are a supportive group. One does not have to look far to find a helping hand.

Major Duties and Responsibilities:

- Plan, prepare and deliver instructional activities that facilitate active learning experiences. Develop schemes of work and lesson plans;
- Establish and communicate clear objectives for all learning activities;
- Prepare the classroom for class activities;
- Develop a classroom climate of belonging and respect;
- Provide a variety of learning materials and resources for use in educational activities;
- Identify and select different instructional resources and methods to meet students' varying needs;
- Instruct and monitor students in the use of learning materials and equipment;

- Use relevant technology to support instruction;
- Observe and evaluate student's performance and development;
- Encourage and monitor the progress of individual students;
- Maintain accurate and complete records of students' progress and development;
- Respect each child, holistically, as an individual;
- Prepare required reports on students and activities;
- Manage student behavior in the classroom by establishing appropriate rules and procedures;
- Perform certain pastoral duties including student support, counseling students with academic problems and providing student encouragement;
- Participate in department and school meetings, parent meetings;
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs;
- Keep updated with developments in subject area, teaching resources, and methods and make relevant changes to instructional plans and activities;
- Other tasks as assigned;
- Adhere to and support the mission of St. Mary's Academy;
- Plan and oversee curriculum for Pre-K classroom;
- Teach with and support other teachers;
- Teach and model the four Loretto School Values.

All teachers are also responsible for a variety of duties and tasks throughout the day; the principal will make these assignments and share them with faculty. These tasks and assignments change as needs of the community are determined.

Qualifications/Requirements:

Education and qualifications should include the following:

- Early Childhood Teacher as defined by the State of Colorado
- Degree in Early Childhood Education or equivalent
- Master's degree, preferred
- Understanding of and appreciation for preschool-aged students
- Experience as a supportive, motivated member of a teaching team
- A sense of resonance with the St. Mary's Academy mission

Professional Qualities:

- Positive classroom management techniques
- Guidance approach to discipline
- Positively collaborates with co-teacher and colleagues
- Implements developmentally appropriate practices
- Artfully multi-tasks
- Strong relationship-building skills
- Consistent warm and nurturing demeanor with students and families
- Effective written and verbal communication skills with students, co-workers, parents, and community members
- Strong commitment to high standards of professionalism
- Equally strong in teaching literacy and mathematical concepts
- Understanding of play-based, constructivist, and experiential learning

- Accepts role as a life-long learner

Salary/Benefits:

The salary range for this full-time, exempt position is \$50,000.00 - \$68,000.00. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

How to Apply:

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Lyndal Brookhart, Director of Human Resources, at lbrookhart@smanet.org. No calls, please.