



## Early Childhood Division Faculty

### **Who We Are**

A faith-based independent school located in Rancho Santa Margarita, St. John's Episcopal School is committed to the full intellectual, spiritual, and physical development of students from two years old through eighth grade. Our integrated, project-based program focuses on STEAM, student engagement, character education, and leadership development in a nurturing learning environment, cultivating students who joyfully embrace lives of service and purpose.

### **Our Ideal Candidate**

St. John's seeks innovative, exemplary faculty for grades Early Preschool through Pre-Kindergarten who are deeply committed to educational best practices and who share our vision of making St. John's the premier independent school in Orange County. We are currently accepting applications for the 2024–25 school year to deliver division-specific curriculum that includes student-driven project work and early literacy within a Reggio-inspired environment.

The ideal candidate possesses a demonstrated ability to collaborate with colleagues; successfully manage a classroom to ensure an optimal student-learning experience; and create well-rounded, comprehensive instructional programs that reflect the Reggio Emilia model of instruction and incorporate best practice by means of inquiry- and research-based approaches. The duties listed below are representative of the general duties of the role and are not an exhaustive list, as additional duties and responsibilities may be assigned.

### **Essential Functions**

- Serves as an educator and works directly with the Early Childhood Division Principal to initiate, implement, and oversee the day-to-day programs for students at a particular grade level.
- Provides students with a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Provides academic guidance to students and serves as a student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, student support service personnel, counselors, and other faculty as necessary concerning the emotional and physical well-being of students.
- Assists administration with division-related long-range planning, as well as with the division's daily schedule and calendar.
- Routinely uses project-based educational strategies and workshop approaches to bolster student-centered, inquiry-based instructional design.
- Works collaboratively with the Early Childhood Division administration, school specialists, and faculty colleagues to research curriculum best practices.
- Consistently provides a safe and joyful learning environment that integrates and assimilates the Responsive Classroom approach into daily student interactions.
- Participates in student-centered assessment and reporting approaches, including writing narratives and portfolio assessment.

**Qualifications**

- Minimum of 12 units of coursework in early childhood education, including the following required courses:
  - Child/Human Growth and Development
  - Child, Family, and Community
  - Programs/Curriculum
  - Infant/Toddler
- A minimum of six months of work experience in a licensed childcare center
- Must meet all Title 22 Child Care Center General Licensing Requirements
- Associate of Arts or bachelor's degree in child development or early childhood education preferred
- Three years of teaching in an independent school environment preferred
- Excellent verbal and written communication skills
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with students, parents, colleagues, operations staff, and administrators
- Ability to think and plan strategically and creatively
- Ability to supervise and manage multiple functions and activities
- Ability to remain calm, flexible, and effective under pressure
- Customer-service oriented
- Ability to work effectively as a team member

**Physical Requirements and Work Environment**

- Ability to lift up to 35 lbs.
- Ability to work outdoors and in a climate-controlled environment
- Ability to be mobile up to 8 hours per day
- Visual acuity both near and far
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling

**Compensation**

- Anticipated salary is \$44,470–\$49,540, depending on education and experience

**Benefits for Full-Time Employment**

- Medical and dental insurance, with employee-only monthly premiums for certain plans paid fully by the school
- Employer-paid life insurance
- Employer-paid pension plan, with full immediate vesting and limited match
- Vacation and health leave
- Paid school holidays
- Tuition remission for children of faculty/staff

**How to Apply**

All applicants will need to complete the online application on the St. John's Career Opportunities web page ([www.stjohns-es.org/partner-with-us/career-opportunities](http://www.stjohns-es.org/partner-with-us/career-opportunities)). All applicants are encouraged to provide supporting documentation, such as copies of degrees, teaching credentials, or other special certifications.

*It is the policy of St. John's Episcopal School to conduct our relationship with employees and applicants under Title VII of the Civil Rights Act of 1964 without regard to race, color, religion, ancestry, national or ethnic origin, gender, age, physical or mental disability, medical condition, marital status, sexual orientation, political affiliation or belief or any other characteristics protected by federal, state or local laws. The employment-related provisions of the Americans with Disabilities Act (ADA), as well as the California Fair Employment & Housing Act (FEHA), apply to all employees and job applicants.*