## Job Description

**Early Learning PreK Associate Teacher**

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Work Schedule:</th>
<th>Positions Supervised:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Learning Principal</td>
<td>Monday – Friday</td>
<td>N/A</td>
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</tbody>
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<thead>
<tr>
<th>Job Status:</th>
<th>FLSA Status:</th>
<th>Date Revised:</th>
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<tbody>
<tr>
<td>Full-time</td>
<td>Exempt</td>
<td>April 2024</td>
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### POSITION SUMMARY:

In an elementary learning environment, the PreK associate teacher supports the early learning lead teacher with the planning and implementation of the overall instructional program and daily operation of the classroom that advances children’s intellectual, emotional, social, and physical development within a safe, healthy learning environment.

### PRINCIPAL RESPONSIBILITIES

- Assists in the planning and delivery of lesson plans and instructional materials and experiences that facilitate active and meaningful learning
- Under the direction of the supervision of the lead teacher, instructs and facilitates students’ use of learning materials and equipment
- Assists with establishing and maintaining appropriate student behavior in the classroom, school building, and school grounds and exercises due care for the health, safety, and well-being of the students in accordance with Galloway’s philosophy and policies
- Offers input on student progress and program evaluation
- Shares insight and other necessary information regarding students’ progress to lead teacher
- Manages students’ transitional time
- Actively participates in professional development, curriculum development, and class, grade, and level meetings
- Assists in establishing an organized and prepared classroom, including a logical physical set-up and maintenance of documentation boards
- Demonstrates a desire to improve by collaborating with colleagues and seeking feedback on teaching practices
- Participates responsibly in regularly assigned duties including, but not limited to carpool, playground, and orderliness of shared areas
- Performs all other related work delegated or required to accomplish the objectives of the total school program

### Education:

- B.A./B.S. preferred
- Early Education degree preferred

### Experience:

- Classroom experience preferred

### Competencies:

- Ability to establish and maintain cooperative and effective working relationships with others
- Proven ability to maintain complete confidentiality in all matters.
- Excellent verbal and written communication skills.

### Specialized Skills and Knowledge:

- Knowledge and implementation of relevant technology
- Excellent organizational skills, including punctuality, prioritization, and self-motivation skills.
- Intellectual curiosity
- Desire to pursue teaching certification if applicable

THE GALLOWAY SCHOOL MISSION:
The Galloway School is a community where learning is joyful, individuals are valued, and self-discovery is encouraged. Galloway students confidently embrace challenges while developing the knowledge, skills, and cultural competence to thrive as enlightened contributors in their chosen pathways.

DIVERSITY, EQUITY, INCLUSION STATEMENT:
At The Galloway School, diversity, equity, and inclusion are integral parts of our mission, history, culture, and identity. The members of the school value and affirm the individuality of each person in our community. We truly commit to having a diverse community and intentionally supporting these efforts through our policies, curricula, programming, and resources. The Galloway School continuously examines and renews our commitment to fostering a community that welcomes and respects each individual.