

# ST. GEORGE'S EPISCOPAL SCHOOL

## **Early Childhood Small Group Instructor (Pre-K4)**

Reports to: Director of Early Childhood

Part-time | Exempt | 10-month 2024-2025 school year | (9 a.m.-1:30 p.m.); position may be combined with other duties to reach full-time status

*St. George's Episcopal School is a coeducational, independent school serving approximately 400 students from Nursery through eighth grade in a family-like atmosphere with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the premise that everyone learns differently. Our version of personalized learning, our nurturing environment and our low student-to-teacher ratios ensure that we challenge and support every child. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. Learn more at [www.stgnola.org](http://www.stgnola.org).*

## **Position Summary**

St. George's is seeking an Early Childhood teacher to work with students in Pre-K4. The Small Group Instructor is a highly creative, organized, flexible and motivated teacher who will work with all students in the three Pre-K4 classes. The teacher will serve as a key member of the Pre-Kindergarten team and provide additional small group instruction during small group time. Communication and collaboration will be key elements of this job, as the Small Group Instructor will work closely with six other teachers. This instructor will take the academic capabilities, strengths and interests of the students into account when planning lessons and activities. St. George's has small class sizes and emphasizes differentiation for our students' strengths and challenges. We recognize that every child is a unique learner. These key elements are essential to our school mission and the success of our students.

## **Essential Duties and Responsibilities**

- Curricular and Teaching Responsibilities:
  - Teach reading and/or math in small groups, planning and implementing the curriculum.
  - Assess student data, reflect on student progress and differentiate the curriculum to best support the strengths and areas of growth for the students in assigned small groups.
  - Contribute to progress reports for the academic areas taught in small group students.
  - When in each homeroom, engage with students and teachers to develop positive relationships with the students and become embedded in the classroom and grade-level culture.
  - Incorporate social/emotional teaching in lesson plans aligned with developmental needs of this age group.
  - Plan lessons that are hands-on, movement-based and engaging to address the social/emotional and physical needs of four-year-old students.
- Grade-Level Responsibilities:
  - Perform recess, snack and lunch duties with the other grade-level team members.

- Attend events and functions that take place outside of the typical part-time schedule, which include:
  - Workshop Weeks (full-day professional development in August and June)
  - Parent-Teacher Conferences four times a year (some conferences occur after school)
  - Curriculum Night in the fall (evening event)
  - Scheduled professional development days (full day, usually 2-3 per year, and some after school sessions)
- **Communication and Collaboration Responsibilities:**
  - Communicate with families as needed regarding their student's progress and throughout the school year with updates on the groups' progress in the curriculum.
  - Collaborate with teammates regarding students' strengths, areas of growth and strategies implemented to ensure a cohesive educational experience for each student.
  - Show a commitment to the social, emotional and character development of each child.
  - Engage with students, parents and colleagues with a warm and collaborative nature that reflects St. George's core values.
  - Receptive to feedback, able to take risks and adopt a growth mindset.
  - Show a sense of integrity, ethics and ability to carry out responsibilities in accordance with the school's policies and procedures.

### **Qualification Requirements**

- Bachelor's degree (degree in education preferred)
- Experience working with young children
- Experience teaching academic subjects preferred, specifically ELA (reading) and math

### **Working Conditions / Physical Demands:**

- Must be physically able to operate computers and office equipment.
- Occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; frequent sitting, often on the floor.
- Occasional lifting up to 50lbs.

### **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Interested candidates should send a cover letter detailing their educational philosophy and resumé to Brigitte Thomas, Dean of Faculty and Staff, at [brigitte.thomas@stgnola.org](mailto:brigitte.thomas@stgnola.org), and Danielle Lobell, Director of Early Childhood, at [danielle.lobell@stgnola.org](mailto:danielle.lobell@stgnola.org).**