



# Pre-Kindergarten Teacher

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## General Position Description

The pre-kindergarten teacher creates and administers a classroom program that is conducive to student learning and which emphasizes mutual respect for all people. The pre-kindergarten teacher should use a variety of classroom techniques for learning and implement interdisciplinary, project-based work, field trips, outdoor experiences, educational technologies, and collaborative work with other teachers and classrooms into the pre-kindergarten program. The pre-kindergarten teacher is flexible and committed to a continuous process for professional growth.

**This Position Reports to:** Head of School

## Teaching Responsibilities

- Plan and implement a developmentally appropriate, creative, engaging stimulating, and inquiry-based classroom program which includes interdisciplinary, project-based work, focuses on literacy and mathematics readiness skills, and utilizes educational technologies appropriately.
- Promote high expectations, demonstrate a caring attitude, and establish an environment that supports social, emotional, and academic development in students.
- Frequently communicate with parents and caregivers about children's progress by phone, email, face-to-face meetings, and reports.
- Maintain a classroom website to be updated weekly.
- Evaluate the progress of each student through formal and informal assessment, including portfolios.
- Instruct children in small and large groups, and work one-on-one with students.
- Use positive and productive Responsive Classroom management techniques for improving student behavior.
- Integrate the Quaker testimonies of peace, simplicity, integrity, community and stewardship into the curriculum and during interactions with FFS community members.
- Other related duties as assigned.

## Professional Responsibilities

- Advocate for the school, its staff, students and programs.
- Attend and actively participate as a team member in all faculty meetings and professional development events.
- Attend at least one professional development off-campus activity every other year.
- Share recess and other duties equitably.



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- Maintain a neat, clean, and student-friendly classroom.
- Serve on at least one school committee.
- Participate in at least two admissions open houses and represent the school at community events whenever possible.
- Attend all early childhood admissions play dates.
- Lead parent/caregiver conferences

## Additional Knowledge, Skills and Experience Required

- Experience in teaching Lucy Calkins Reading and Writing Workshop and using Responsive Classroom management techniques or a strong desire and willingness to be trained in these curriculums
- 3 years of teaching experience in related age groups and subjects
- A comfort and excitement about working with children from diverse backgrounds.
- Excellent interpersonal, verbal, and written communication skills
- A high level of interest in collaborating with team members
- A positive attitude and a growth mindset
- Strong organizational skills

## Educational Requirements

- BA or BS in Early Childhood Education, or a related field. A Master's degree is preferred.

## Physical Requirements and Work Environment

- Be able to work both standing up and sitting down for the length of the school day.
- Be able to walk up and down at least two flights of stairs, supervise children on the playground, and walk between school buildings.
- Be able to work in a wide variety of school environments, including the buildings, gardens, playgrounds, and other areas of the campus, in all seasons.
- Be able to pick up children and objects up to 35 lbs.
- Be able to pass all criminal record checks, background checks, and child abuse clearances.

## Employment Type

Full time, exempt employee, with benefits.

## Wage Range

Salary will be market competitive with other small, Quaker schools.