

Job Description
Early Childhood Teacher
Lesley Ellis School

General Overview: Design and implement a developmentally based curriculum for students in an assigned classroom. Oversee all aspects of classroom management, including daily scheduling, family communication, behavior management, and team communication.

Reports to: Program Director

Curriculum Implementation and Planning

1. Assume primary responsibility for appropriate lesson planning and implementation of emergent curriculum for individual students and groups.
2. Evaluate the effectiveness of classroom materials and teaching strategies.
3. Participate in the ongoing development of grade level planning.

Classroom Environment

1. Maintain the physical environment so that it is conducive to optimal learning opportunities for students. Provide a variety of age-appropriate materials and interest areas.
2. Assume responsibility for classroom budget and purchasing.
3. Assume responsibility for classroom materials and equipment, ensuring they are clean, safe and stored appropriately.

Relationships with Students

1. Provide positive guidance techniques to support children's social, emotional, and behavioral development.
2. Establish relationships with all students that are based on respect for individual learning styles, developmental stages and temperaments.

Evaluation of Students

1. Assume primary responsibility for assessing each student's growth, development, and performance.
2. Prepare portfolios for students.
3. Assist Director of Enrollment Management and Affordability in evaluation of prospective students.

4. Collaborate with learning support staff, administrators, and families in observing, documenting, and supporting student learning and developmental needs.

Relationships with Families and Faculty

1. Maintain a cooperative working relationship with families/caregivers and faculty.
2. Foster open communication, decision-making, and problem solving channels between families/caregivers, faculty and administration.
3. Participate in school-wide faculty evaluation process.
4. Coordinate and/or participate in team meetings to discuss needs of individual students, curriculum planning, and other classroom team issues, as needed.

Records/Forms/Lesson Plans

1. Maintain informal anecdotal records of each student's achievement and progress.
2. Keep records of lesson plans.
3. Record student attendance.

Health and Safety

1. Maintain awareness of basic health, nutrition, and safety management procedures of the school and report all health and safety concerns to the Head of School or Nurse.
2. Alert school nurse of medical problems and accidents when they occur.

Professional Development

1. Participate in professional development opportunities offered by the school.
2. Attend faculty meetings.
3. Participate in conferences, workshops, and courses for professional development.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation.

- Ability to supervise and actively engage with young children in classroom and outdoor environments.
- Ability to lift and carry up to 25 pounds as needed in support of student care and classroom activities.

- Ability to position oneself to work with children at floor level and move throughout the classroom and playground environments.
- Ability to respond appropriately in emergency or safety situations.

General

1. Maintain professional, respectful, and collaborative communication with colleagues, students, and families in support of a positive working and learning environment.
2. Demonstrate cultural competency and a commitment to fostering an inclusive, equitable, anti-bias learning environment. Promote an atmosphere which values diversity.
3. Engage in professional development, collegial conversations, and collaborative curriculum building, to support an inclusive, anti-racist and anti-bias school environment.
4. From time to time, new opportunities or needs may arise within the school. Additional responsibilities reasonably related to the role may arise in response to the evolving needs of the school and will be discussed collaboratively with the employee.

Lesley Ellis School is committed to building and sustaining a diverse, equitable, inclusive, and anti-racist community. We seek candidates who demonstrate a commitment to equity and belonging and who will contribute to a culture that supports and celebrates diversity in all its forms.

Lesley Ellis School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, disability, genetic information, veteran status, or any other protected class under applicable law.

Please send a cover letter and resume to Tischa Brown, Early Childhood Director at tbrown@lesleyellis.org