



**JOB POSTING  
PRESCHOOL LEAD TEACHER  
(3-Year-Old Class)**

Saint Mark's School is an independent, Episcopal coeducational day school in Altadena, California. Founded in 1960, the School serves the needs of approximately 300 preschool through sixth grade students from diverse ethnic, racial, religious and economic backgrounds. The School's mission is to develop the unique intellect and character of each student in a nurturing environment committed to academic excellence, respect for diversity, responsibility and spiritual growth.

We are seeking an experienced, collaborative, and energetic Lead Preschool Teacher who brings creativity and a nurturing spirit to their early childhood practice and pedagogy. The ideal candidate will work effectively as a member of a preschool lead teaching team to plan all aspects of the 3-year-old preschool program within a Responsive Classroom framework. Adhering to Title 22 Child Care Regulations, the Lead Preschool Teacher will be responsible for the general supervision of a class of preschool-aged children and maintaining a safe, inclusive, and engaging preschool classroom environment.

This is a full-time non-exempt position that reports directly to the Preschool Director.

**Date Posted:**

4/17/23

**Position Type:**

Full-time; Non-exempt status **Hours:** 8:00am - 4:00pm (Approximate schedule with an 8-hour shift)

**Date Available:**

August 2023

**Minimum Qualifications:**

- Must be professionally prepared to meet Title 22 Child Care requirements as fully qualified teacher of preschool-aged children
- Bachelor's degree in early childhood education or child development is preferred
- Responsive Classroom training or willingness to train
- Preschool teaching experience preferred

**Preferred Qualities and Skills:**

- Excellent communication, interpersonal, and organizational skills
- Must love working with preschool-aged children and demonstrate enthusiasm for supporting their growth and development through developmentally appropriate practices both inside and outside of the classroom

- Creative, energetic, patient, resourceful, flexible, innovative, and positive
- Willingness to try new things
- Open to constructive feedback
- Commitment to development of relevant professional knowledge, skills, and abilities in early childhood practices and pedagogy
- Willingness to participate in ongoing professional training in diversity, equity, and inclusion

**Essential Duties and Responsibilities include, but are not limited to:**

- Acts in a manner corresponding to the requirements of the Employee Handbook of Saint Mark's School or the requests of the Head of School, Assistant Head of School, or Preschool Director.
- Plans and implements age-appropriate curriculum, developmental assessments, and activities designed to promote academic, physical, and social-emotional growth for children, including through distance learning as needed.
- Actively seeks to design an engaging learning environment where children can develop their potential and experience growth, regularly assessing and updating the curriculum and methods of instruction to best meet the needs of students and the School.
- Demonstrates a commitment to diversity and equity, fostering a culturally competent and inclusive classroom and actively contributing to a healthy, equitable environment for all members of the community.
- Identifies and provides for the learning needs of individual children, working collaboratively with the Preschool Director, Assistant Head of School, and Student Support Team, to reach a range of learners within the classroom.
- Assesses the growth and development of students with the aim of communicating the progress of the students. Communicates student progress clearly and accurately in verbal and written form, including progress updates, emails, parent conferences, and meetings.
- Communicates effectively with children, parents, and colleagues in a professional and positive manner and is available and responsive to parents' questions and concerns.
- Demonstrates professionalism through punctuality, collaboration, organization, participation in meetings and staff development opportunities. Maintains professional behavior including appropriate dress, good judgment, integrity, diplomacy, confidentiality, and a respectful attitude in professional relationships.
- Shows respect and care for each child. Implements school and play yard rules and behavior expectations in a professional manner, consistent with the School's philosophy.
- Maintains a neat, clean, comfortable, safe and child-oriented classroom atmosphere, which is appealing in terms of appearance, learning environment, and decor.
- Supervises and mentors a classroom associate/assistant, working collaboratively to meet the needs of the students and supervises volunteers as needed.
- Supervises children in the classroom and on the playground in a manner that is conducive to Title 22 health and safety regulations. This includes the responsibility to remain with the children, as necessary, and in the event of an emergency (earthquake, fire, etc.).

- Ensures the health and safety of children through visual supervision and by appropriately responding to injuries and incidents, as well as unexpected circumstances.
- Assumes an equal share of the housekeeping/set-up responsibilities of the preschool staff.
- In collaboration with the Preschool Director and grade-level teaching partner, plans and supervises field trips and classroom activities to extend student learning as appropriate.
- Attends all staff meetings and in-service/licensing training programs as requested.
- Demonstrates reflective practice and a growth mindset, setting annual goals and keeping current in contemporary and developmentally appropriate pedagogical thinking, strategies, and techniques through reading of professional journals and attendance at professional conferences, workshops, and courses.
- Demonstrates a commitment to building and sustaining a collaborative professional learning community, serving on committees, engaging in professional group work, and contributing to a positive school climate.
- Participates enthusiastically in Admissions Open House and other school events in support of and as requested by the School.
- Integrates meaningful and appropriate use of technology within the curriculum, and maintains weekly communication with families as required by the School.
- Follows guidelines of Emergency Preparedness Plan and takes responsibility for students' safety in an emergency situation or drill.
- Completes required training each year (CPR, Basic Pediatric First Aid, mandatory reporting, pesticide training, and all other training required by licensing or the School).
- Participates in school life and other campus activities as a full and active member of the Saint Mark's community, including assisting with duties as needed and assigned, and attending Fall Fest, Spring Auction, etc. in support of the students and School.
- Arranges for own substitute from approved list when requested and leaves adequate written plans and instructions.
- Relates to and works well with both children and adults and possesses the cultural competency and ability to navigate and promote sensitivity with issues of diversity, inclusion, and equity.
- Exhibits willingness to take on other duties as assigned.

**Physical Requirements:** Job includes some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; hearing, speaking, observing and significant fine finger dexterity. Specific abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Generally the job requires 15% sitting, 40% walking and 45% standing and the ability to lift or move up to 50 pounds. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Salary:** \$26.00 - \$29.00 per hour (approximately \$39,520 - \$44,080)

**Benefits:** A full benefits package includes medical, dental, and vision coverage and a TIAA/CREF retirement plan.

**Submissions:** Qualified candidates should submit a cover letter and current resume to Assistant Head of School, Kelly Mancuso at [kellym@saint-marks.org](mailto:kellym@saint-marks.org).

**Non-Discrimination Policy:** Saint Mark's School is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.