



## **JOB DESCRIPTION OVERVIEW**

Position Title: Preschool Teacher (3 - 4 Years Old)

Educational Level: Four-Year Degree

Reports To: SMES Director

Employment Hours:

Monday, Tuesday, Thursday 8:15 a.m. - 3: 15pm

Wednesday 8am-3pm

Friday 8:15 am - 12:15 pm.

## **School Mission and Values**

Saint Michael Episcopal School's mission is to provide a nurturing, individualized, inclusive early childhood experience that is based on our four pillars - Love, Faith, Education, and Service.

We offer a curriculum to stimulate children's intellectual and spiritual growth with activities that foster creative thinking, develop strong character, and build a foundation in faith.

SMES seeks an outstanding educator for our Preschool division whose duties and responsibilities are as follows:

### **Major Responsibilities:**

- Commit to the school's mission and four pillars of serving SMES children through Love, Faith, Education, and Service
- Demonstrate knowledge of and support Saint Michael Episcopal School's mission, vision, policies and procedures, operating instructions, confidentiality standards, and community expectations
- Demonstrate a growth mindset and seek opportunities to reflect upon their practice to improve
- Collaborate within a co-teaching model and teams for planning and consistent learning experiences for students
- Teach and facilitate a balanced-approach program inclusive of direct instruction, play, and social-emotional learning.
- Plan, implement and evaluate lessons, room arrangements, and activities designed to promote physical, cognitive and social development while teaching developmentally appropriate curriculum of literacy, math, fine motor, reading readiness, arts, social studies, and science
- Implement and follow Everyday Math, CR Success phonics, and Learning Without Tears (Handwriting) curriculum
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and imaginative play
- Supervise children in a safe and loving environment
- Establish and nurture expectations for behavior and daily classroom routines.
- Observe and evaluate children's performance, behavior, social development, and physical health

- Assist in performing and maintaining standards as required by the Southwestern Association of Episcopal Schools, Health and Human Services, and other governing bodies
- Complete 24 annual clock hours of continuing education in Early Childhood Education as required by the State of Texas
- Collaborate with church staff to support the spiritual development of students and strong church/school relationships
- Be committed to an environment that is supportive, respectful and compassionate to colleagues, SMES families and church parishioners
- Perform other tasks as required and assigned
- Lift children up to 40 pounds

#### **Employment Requirements:**

- Bachelor's Degree required, preferably in education or related field directly related to teaching in a preschool and/or elementary school environment
- Texas Teacher Certification preferred
- Possess 3-5 years of prior teaching experience in early childhood or elementary school
- Employee must meet personal qualifications as outlined in the THHS Minimum Standards for Child Care Centers
- Employee must have excellent communication skills (both writing and speaking) and refined work ethic as well as experience in effectively communicating with parents, students, and teachers/staff
- Employee must have basic computer skills, such as Microsoft and Google platforms
- Experience with the use of social media such as Instagram for parent engagement

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and all compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, religion, disability/handicap, or any other protected status in accordance with the requirements of all federal, state and local laws.