



## Position Description

**Title:** Lead Teacher, Morning Threes Program

**Reports to:** Preschool Director

**Schedule:** Monday-Friday, 8:30am-12pm, School Year 8/26-5/27

*\*see Job Summary for more details if interested in extended hours or additional roles*

**Ravinia Nursery School** is a play-based preschool for children ages two through five years. As a child's first school experience, it is our intention at RNS to inspire a love for learning by providing an environment that supports and honors each child's unique development and interests. At RNS, we believe children learn best through play. When children are free to explore their environment and the materials around them, the learning they acquire is meaningful. It is through this exploration that a child learns about the world in which they live. Building a strong social and emotional foundation is our primary goal for preparing children for kindergarten and beyond. Our program is deeply rooted in community, and we encourage parent engagement in their child's learning, providing many opportunities for participation year-round.

### **Job Summary:**

The Lead Teacher will work closely with two assistant teachers in a classroom of up to 20 children between the ages of 3 and 4. Daily activities include circle time, art processes, free play (indoor and outdoor) and snack time. The Three-Year-Old Program runs 5 days per week, from 9-11:30am. Contracted hours include (5) 2.5-hour class periods weekly, with 30-minute setup, and 30-minute cleanup. Possible opportunities for additional hours may be available teaching Lunch Bunch, Enrichment, Summer Camp, or subbing in afternoon prekindergarten classrooms.

### **Essential Responsibilities:**

- Plans curriculum, rooted in social emotional learning, and within a play-based context.
- Demonstrates familiarity with (PBL) Project-Based Learning- leading inquiry-based investigations and activities. This approach will be supported by Director.
- Responsive to individual student growth, development and needs, documenting progress and adjusting plans accordingly.
- Demonstrates strong organizational and effective communication skills.
- Engages in frequent collaboration and sharing of ideas across same-age program classrooms, and with the Director.
- Initiates growth and change in personal professional development, seeking out feedback and opportunities to learn.
- Supports growth and development of Assistant Teachers throughout the school year.
- Coordinates team meetings weekly/bi-monthly, in spirit of transparency and collaboration, to discuss curriculum planning and children's development and needs.
- Attends monthly All-Staff Meeting, first Monday of month, 11:45-12:15.

- Attends 20-30-minute monthly grade-level meeting w/Director, time to be mutually agreed upon.
- Attends In-service Trainings, Meet-and-Greet, Parent Orientation, Special Guest Day, Open House and other parent functions when required.

#### **School-to-Home Communication:**

- Demonstrates excellent verbal, written and digital communication skills to responsively interact with parents and colleagues, prospective families and the Board.
- Conducts (2) parent/teacher conferences per year (fall & spring), sharing progress of child's growth and development in each domain: social, emotional, cognitive, fine & gross motor and speech & language.
- Composes a weekly email update/newsletter to families sharing classroom happenings and highlights.
- Manages the class email account(s) to ensure prompt and accurate responses.
- Is present and available during drop off and pickup to field questions or concerns from parents/caregivers.
- Maintains confidentiality of sensitive information and adhere to applicable privacy and security standards.
- Develops a strong rapport with the community by attending planned and ad hoc meetings (as required).

#### **Required Qualifications:**

- Associates, Bachelors or Masters Degree in Early Childhood Education or Bachelors or Masters Degree in unrelated field with ECE Certification
- 3+ years of experience in Early Childhood Education
- 1+ years in a lead teaching role
- CPR and First Aid certification (*required by start date, provided during in-service*)

#### **Working Conditions:**

- Occasional evenings and weekend hours will be required for parent meetings, school events, and staff development
- Frequent walking, standing, and light lifting
- Compensation commensurate with educational background and experience
- Salary range: \$15,000-\$17,000

#### **Application Instructions:**

Interested candidates should submit a cover letter, resume, and three professional references to: [director@ravinianurseryschool.com](mailto:director@ravinianurseryschool.com)

Attn: Susan Lenzini, RNS Director

Re: Lead Teacher Opening

*Ravinia Nursery School employs qualified persons of the greatest ability without discrimination against any employee or applicant for employment because of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information, gender identity or expression, sexual orientation, marital status, status as a protected veteran, or any other legally protected group status.*