



## FACULTY JOB DESCRIPTION

**Position/Title:** Pre-Primary Co-Teacher, Early Learner Class (20 – 36 months)  
**Appointment:** School Year 2017/2018  
**Reports To:** Director of the Primary School

**This is currently a part time position (60% - five mornings) with the possibility of additional hours depending upon student enrollment.**

Laurel School seeks talented faculty who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty who thrive on being engaged participants in our community. The most successful candidates see opportunities before problems, can laugh at themselves and succeed in a fast paced, forward-thinking educational environment. We are particularly interested in attracting teachers who have lived internationally, who have experience in residential settings, who view themselves as entrepreneurial, flexible, curious and creative. Laurel lives the mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

### **Position Opening:**

The co-teacher is in charge of all aspects of running the classroom. S/he will provide a Pre-Primary setting that is nurturing, cognitively rich, positive, and cross-culturally sensitive. S/he will set a tone in which the intellectual, developmental, and affective needs of children are met in his/her classroom.

### **Duties and responsibilities include:**

- Guide children in exploration and discovery
- Coach children to develop curiosity, persistence, creativity, problem-solving, confidence and resilience
- Encourage children to make choices independently and to listen to their body signals
- Work with children individually and in groups
- Assess learning of each child continually
- Participate as a member of the entire Pre-Primary team and collaborate with colleagues school wide
- Attend divisional and all-school meetings and events as needed
- Maintain clear communications with families to achieve common goals
- Supervision of children during lunch and dismissal as assigned
- Support divisional and school wide initiatives

### **Required Qualifications:**

The successful candidate must have a college degree, preferably in Early Childhood Education and 3 – 5 years of Pre-Primary classroom experience. She or he must have a positive attitude, excellent written and verbal skill, solid organizational skills and demonstrate success in a work-setting requiring collaboration, cooperation, and collegiality. The candidate must possess or acquire and maintain a State of Ohio issued teaching certificate. Ability to lead one or more co-curricular activities, or to coach a sport, is desirable. Currently, interest in coaching speech or debate is especially welcomed. The school welcomes the opportunity to continue to find ways to diversify our faculty.

**Salary:**

Laurel offers competitive compensation and a comprehensive benefits package.

**To Apply:**

Interested candidates are encouraged to review Laurel's curricular philosophy at [www.laurelschool.org](http://www.laurelschool.org). To apply for the position, please send the following to the address below:

- Cover letter reflecting why Laurel may be the best community for you and/or information on how you could further the goal of a culturally or academically diverse environment
- Current resume
- Completed application (see website)

**No Phone Inquiries Please**

Pre-Primary Co-Teacher Early Learner Class  
Attn: HR, Miriah Seckel  
Laurel School  
One Lyman Circle  
Shaker Heights, OH 44122

Please see [www.laurelschool.org](http://www.laurelschool.org) for further information and a job application.

*Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.*

**Work Environment:**

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known.

*Laurel teachers are committed to:*

- the study of research on girls' education
- integrating this knowledge into classroom practice
- working with each girl to fulfill her promise
- flexibility and openness to new ideas
- the academic and social development of girls
- involving parents as partners in the educational process
- the creation of a classroom community
- the integration of community-based learning projects at the classroom level and as a part of the whole school community
- equity and inclusion
- multicultural education
- outdoor education and sustainability

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous,

collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.