

## EARLY CHILDHOOD TEACHER

### JOB POSTING

**Department:** Early Childhood **FLSA:** Exempt  
**Reports To:** Director of Early Childhood  
**Posting Dates:** February – April, 2018

**Summary** Develops cognitive, social, and motor skills in early childhood students by performing the duties listed below.

**Essential Duties and Responsibilities:** Include the following; Other duties may be assigned.

- Follows curricular guidelines as required to meet state and school standards.
- Uses a variety of teaching strategies to present subject matter to class.
- Prepares an attractive environment designed to stimulate discovery and play-based learning.
- Promotes problem-solving, conflict negotiation, and collaboration among students.
- Maintains order in classroom and on playground.
- Discusses pupils' cognitive, social, and motor development with parents.
- Keeps attendance and documents student progress as required by school.
- Coordinates class field trips.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data.
- Design - Generates creative solutions.
- Interpersonal Skills
- Experience working with a diverse, multicultural population of students, and communicating with families from a range of backgrounds and experiences
- Oral Communication – Addresses issues clearly and succinctly; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills.
- Written Communication - Writes clearly and informatively.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Supports everyone's efforts to succeed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Measures self against standard of excellence.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.
- Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Adaptability - Manages competing demands; Changes approach or method to best fit the situation.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Initiative – Engages in professional development activities; Looks for and takes advantage of opportunities.

- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

BA in Education required. M.Ed. preferred. A teaching license is preferred but not essential.

### **Language Skills**

Ability to read, analyze, and interpret professional journals. Ability to write reports. Ability to effectively present information and respond to questions from parents and colleagues.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in either written or oral form.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Interested candidates and referrals should email resume, cover letter and educational philosophy to:

[hrstaffing-EC@hb.edu](mailto:hrstaffing-EC@hb.edu)

Director of Human Resources, Hathaway Brown School, 19600 North Park Blvd.,  
Shaker Hts., Ohio 44122, Ref. ID #EC3018