



- 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:**

- A 4 year degree in Early Childhood education, a Master’s degree preferred
- Minimum of 2 years of classroom experience, early childhood years preferred
- Dedication to an independent school is a must
- Teaching certification not required but is a plus
- Training or knowledge of Conscious Discipline preferred
- Understanding of play, project and nature based learning

*To perform this job successfully, an individual must be able to perform essential job functions described in the job description. Reasonable accommodations may be made to enable individuals with disabilities to apply and/or perform the essential functions*

**Hathaway Brown School Diversity, Equity and Inclusion Statement**

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. The representation and full engagement of the diverse points of view of individuals with varied life experiences is a source of strength and wisdom that enriches the learning environment and fuels innovation and growth, particularly as students are prepared for lives of strong character, public service, and leadership. HB respects and affirms the dignity and worth of each member of our community. These values of diversity, equity, and inclusion are rooted in our mission; our motto, “We Learn Not for School but for Life”; and our Community Agreement, and it is our expectation that all those affiliated with the institution uphold and demonstrate these shared values both in spirit and in practice at all times.

Interested candidates and referrals should email resume, cover letter and educational philosophy to:  
[hrstaffing-EC@hb.edu](mailto:hrstaffing-EC@hb.edu)

Hathaway Brown School, 19600 North Park Blvd.,  
 Shaker Hts., Ohio 44122, Ref. ID #EC0331  
 Equal Opportunity Employer