



## FACULTY JOB DESCRIPTION

**Position/Title:** Pre-Primary Lead Teacher  
**Appointment:** School Year 2022/2023  
**Reports To:** Director of Pre-Primary

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 and are committed to anti-racist education and the development of young women as authentic learners and leaders. The most successful candidates are solutions-driven, are willing to listen to learn, embrace iteration and practice as a necessary part of the product, see opportunities before problems, and thrive in a fast-paced, forward-thinking educational environment. Laurel lives our mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to question existing paradigms and to dream, dare, and do.

### **Position Summary:**

The lead 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:**

- Facilitate all aspects of the classroom schedule
- Develop meaningful, engaging, and developmentally appropriate themes and curriculum
- Work with children individually and in groups.
- Engage children in the use of all classroom materials
- Assess children on an ongoing basis
- Participate as a member of the entire Pre-Primary team and collaborate with colleague's school wide.
- Attend divisional and all school meetings and events as needed

### **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.

### **Salary:**

Laurel offers competitive compensation and a comprehensive benefits package.

### **To Apply:**

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

### **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. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

*Laurel teachers are committed to:*

- The study of research on girls' education and integration of this knowledge into classroom practice
- Diversity, Equity, Inclusion, and Belonging
- Anti-racist, multicultural education
- The academic and social development of girls
- Working with each girl to fulfill the school's mission
- The creation of an inclusive classroom community
- The integration of community-based learning projects at the classroom level and as a part of the whole school community
- Involving parents as partners in the educational process
- Outdoor education and sustainability
- Flexibility and openness to new ideas

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.

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