



HEATHWOOD HALL

Early Childhood (EC2s - EC4s) Lead Teacher

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent or organization to just the identified work. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Position: Early Childhood (EC2s - EC4s) Lead Teacher

Reports to: Head of Early Childhood and Lower School

Position Summary: The Lead Teacher provides an engaging and developmentally appropriate educational environment. She/he is responsible for teaching all content areas, using an interdisciplinary approach to instruct students in the School's curriculum, in accordance with the Mission and Vision of Heathwood Hall.

Hours: The hours for this position are M-F, 8:00 am - 4:00 pm (40 hrs. per week).

This is an exempt position and benefits eligible.

ESSENTIAL FUNCTIONS

It is the responsibility of the Lead Teacher to:

- Organize and provide developmentally appropriate educational programs and instruction; plan and implement curriculum to teach emergent skills as outlined in NAEYC and State Standards
- Write and submit weekly lesson plans
- Write and share a monthly newsletter for parents
- Plan and implement the School's Early Childhood curriculum, ensuring vertical and horizontal alignment
- Evaluate and document the growth and development of each child and plan activities to facilitate growth and development
- Provide activities and opportunities that encourage curiosity, exploration, and skill development, appropriate to the learning styles of the students
- Work with the Associate Teacher, providing a clear set of expectations for supporting the students each week
- Instruct and assess with a positive and growth-producing approach
- Collaborate with grade-level teams to provide a cohesive and integrated learning experience through weekly grade-level meetings
- Engage students in an adapted Responsive Classroom model of morning meetings; guiding children in their interactions with other children, adults, and their environments

- Write individualized conference notes and student reports for each student at required periods during the year
- Maintain frequent and consistent communication with parents throughout the year - reporting both positive behaviors and challenging behaviors that need to be addressed at home
- Thoughtfully reflect on the effectiveness of lesson implementation, activities, assignments, assessments, etc.
- Work with the Administration and the Student Support Services team to identify and address specific developmental and learning issues
- Stay up to date with mandated DSS childcare training (15 hours, online, per year)
- Be comfortable changing diapers and assisting with the potty training process

General Faculty Responsibilities:

- Assume serious collaborative responsibility for the educational environment of the School by conducting yourself at all times in a responsible, ethical, and professional manner
- Be available one week before the opening of School to attend teachers' meetings, etc., and to be available one week after the Upper School's graduation to attend teachers' meetings and complete end-of-year duties
- Attend faculty meetings designated by the EC/LS Division Head
- Be present for all teacher workdays/in-service days as scheduled during the year
- Maintain strong interpersonal communication with students, parents, colleagues, and administrators
- Utilize the online platform "Seesaw" to share what is happening in the classroom with parents
- Assist at School functions/traditions designated by the EC/LS Division Head as necessary for the operation of the School, e.g., Parents' Night, Open House, Chapel, Parent/Teacher Conferences, grade level special events, etc. It is understood that these duties may sometimes extend beyond the normal hours for school
- Participate fully in regular School programs, e.g., committees, assemblies, field trips, etc.
- Assume responsibilities as assigned for the supervision of students; it is understood that these duties may sometimes extend beyond the normal hours for school
- Use technology effectively as part of classroom instruction and for remote/connected learning
- Interact positively with colleagues in creating and imparting interdisciplinary units of study
- Fulfill responsibilities as assigned by the EC/LS Division Head regarding lunch and recess duty, AM and PM carpool
- Maintain and submit records including attendance, medical slips, acknowledgments, special permission forms, as required by the School
- Complete required HR training each year (CPR, first aid, mandatory reporting, handling of hazardous materials, etc.)

- Support the School's commitment to diversity, equity, inclusion, and multicultural education

SPECIFIC JOB SKILLS

The ideal candidate will:

- Enjoy working with young children and have an understanding of the developmental needs of children
- Be able to exercise classroom leadership as a facilitator of learning in whole group, small group, and individual settings
- Demonstrate energy, empathy, flexibility, and collaboration
- Understand basic technology skills - iPad and iPhone apps, Google Suite, email, photo editing, iMovie, etc.
- Possess excellent communication skills - written and verbal, as well as organizational skills
- Have the ability to lift 50 lbs. and move all around campus throughout the day

EDUCATION AND EXPERIENCE

- Bachelor's degree in Education or Early Childhood Education **required**; Master's degree preferred
- Minimum three years experience working with young children

WORKING CONDITIONS

- Primarily indoor classroom teaching
- Occasional field trips
- Some evening and weekend commitments
- Outside travel between buildings required multiple times per day

To apply for this position, submit a cover letter, resume, and three references to:

Heathwood Hall Episcopal School
Kionia Robinson
Director of Human Resources
3000 S Beltline Blvd
Columbia SC 29201
FAX 803-748-4755
Email: krobinson@heathwood.org

NO PHONE CALLS, PLEASE.

Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer.
Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law.
This position will require a Criminal Background Check.