

# Redwood Parents Nursery School Threes Teacher Job Posting



## About the Role:

Redwood Parents Nursery School is currently looking for a new head Threes class teacher to join our dedicated and experienced teaching staff. We are seeking a teacher who can create and maintain an open, creative, and positive learning environment for parents and children, and someone who will be an asset to our tight-knit preschool community.

## Duties and Responsibilities (including, but not limited to):

- Maintains general supervision of school during class hours (Monday/Wednesday/Friday, 8:30 - 11:30am) and provides educational direction for the class. Must manage parent volunteer roles and facilitate all classroom activities.
- Creates and maintains developmentally appropriate curriculum created in partnership with the director.
- Arrives at least 30 minutes prior to start of school to set up classroom environment and stays for 30 minutes after class to put items away and ensure classroom is ready for the next group of students.
- Uses time outside of class hours to prepare activities and curriculum (compensated two hours of prep time per day).
- Guides working parent volunteers towards a variety of techniques and provides parents with the tools for working with children.
- Facilitates parent education, including teacher-led parent night classes and other parent education events (up to two hours of night class per month).
- Completes annual trainings in child care mandated reporting, pest management, and sexual harassment.
- Attends at least one workshop or class per year to further professional growth and development.
- Keeps written curriculum plans that are based on child development and assessment of individual needs and interests.
- Facilitates 4-5 annual field trips or in-classroom enrichment education, such as developmentally appropriate shows, speakers, and programs.
- Schedules and administers parent/teacher conferences twice per year and maintains observational records for each student.
- Continues with RPNS Threes class traditions (Raising a Reader book bag program, Yin journal, year-end rising up ceremony)
- Adapts teaching methods and materials to meet the interests and learning styles of the children in the classroom.

## Required Qualifications:

- Bachelor's Degree or equivalent
- Completion of Early Childhood Education (ECE) Certificate or an equivalent combination of experience and training
- Knowledge of current ECE practices, preschool recreation activities, stages of physical and emotional development of children ages 0-5, and school readiness
- Proficient written and verbal English communication skills
- Pediatric First Aid and CPR certifications
- Up-to-date immunization record, including influenza
- Must pass background check (DOJ Fingerprint clearance and Megan's Law/Sexual Predator clearance)
- Ability to stand and move around for long periods of time while teaching; and carry/lift up to 50lbs

### **Preferred Qualifications:**

- Experience as a head teacher in a preschool environment
- Possesses a patient and supportive approach to all aspects of the learning process
- Experience within a cooperative nursery school environment, either as a parent, teacher, or administrator
- Ability to be enthusiastic, encouraging, creative and professional when working and speaking with children and adults
- Excellent written and verbal communication skills
- Able to effectively teach parents/guardians during parent education classes

This is an hourly position, starting at \$35/hour, dependent on experience. Pay includes 6 paid hours per school day; 3 hours of class time, 2 hours of daily prep time, and 1 hour of classroom set-up/cleanup time. Additionally, staff is paid 3 hours per month for staff meetings and additional hours per month for community building events, board meetings, conferences and night classes (as applicable based on our annual calendar).

**To Apply, please submit the following to [director@rpns.org](mailto:director@rpns.org)**

- Letter of Introduction
- Letter(s) of Reference (minimum of 2 references requested)
- Resume

***Applications are due no later than January 1st, 2025.***

Redwood Parents Nursery School is an equal opportunity employer. We celebrate diversity and strive to create an inclusive environment for the members in our community. Redwood Parents Nursery School does not discriminate on the basis of race, color, national origin, ethnic origin, special needs, sex, sexual orientation, gender identity, or gender expression in administration of its employment policies, educational policies, admissions policies, scholarship and loan programs, and athletic and/or other school-administered programs.

