



## Job Announcement

### **Head Preschool & Kindergarten Teacher**

(For ages 3 through 6 years)

100% FTE, Starts August 13, 2018, Ends June 12, 2019

#### Overview of Head Preschool & K Teacher Position

The San Francisco School seeks a talented Preschool/Kindergarten Head Teacher to nurture and inspire students with a multicultural, unbiased and meaningful curriculum. The San Francisco School Preschool is a Montessori inspired, three-year program founded on the ideals of teaching self-reliance, responsibility, and learning through experience.

Reports to: Lower School Head

#### Expectations:

The Head Teacher works as a member of a team including one other Head Teacher and 3 Teacher Assistants with 37 children spanning 3 age groups (3 year olds, 4 year olds and kindergarten). The Head Teacher shares full responsibility for the classroom and students with the Co-Head teacher; collaborates to assure the coherence, relevance and vibrancy of the program; plans and manages the classroom environment; works with children on academic, social and emotional growth; tracks and maintains records for each child; trains and supervises Teacher Assistants; and participates in the admissions process. The position also includes conferencing with parents at least three times a year, and maintaining consistent communication with the parents of the students in the class via a weekly newsletter.

The Head Teacher works in cooperation with all San Francisco School teachers to offer a comprehensive educational program that attends to the developmental needs of children, from preschool through Middle School. All teachers also come together on a regular basis to examine student work, discuss best teaching practices, and hone professional skills.

#### General Responsibilities:

- Affirm and support school philosophy and mission
- Co-plan and manage classroom environment
- Plan and manage academic program and each student's individual program in collaboration with Co-Head Teacher
- Track and maintain records of individual student progress
- Provide timely communication with parents/guardians through calls, emails, regular newsletters and conferences as appropriate, and in consultation with the Lower School Head
- Attend weekly faculty meetings
- Participate in professional development activities as appropriate
- Perform other related duties as required

#### General Calendar and Schedule

- The teacher shall engage in transition, preparation and orientation activities from August 13 through August 24, 2018 with additional transition dates to be determined (expected to be in June 2018).
- The teacher shall engage in direct work with the children from August 27 through June 12. A typical school-day schedule is eight hours (generally 8:00 am to 4:00 pm) which includes: up to six hours of student contact, co-teacher and team collaboration, one hour of preparation time, and one hour for lunch and breaks. The teacher should arrive at least fifteen minutes prior to the arrival of the children, remain at least thirty minutes

after the departure of the children, and remain on campus throughout the school day, except for scheduled rest periods and official school business.

- The teacher shall attend weekly faculty meetings on Tuesdays from 3:30 to 5:00 pm.

#### Qualifications sought

The candidate must have a Bachelor's Degree in Education or a subject area field, Montessori training by start of the school year, and the core Early Childhood Education credits. Three years of successful work as a Preschool Head Teacher are recommended and are preferably in a diverse, multicultural school community.

- Proven cultural competence in a community committed to issues of diversity, equity and social justice.
- Ability to supervise, evaluate, and mentor students in ways relevant to this commitment.
- Demonstrated academic and multicultural competency in classroom pedagogy, including innovative teaching and recognition of and appropriate response to various learning profiles. Candidate should be student-centered, practiced in differentiated instruction and skilled at attending to the development of the whole child.
- Strong interpersonal skills and demonstrated experience with the ability to communicate effectively and respectfully with all constituents in an evolving multicultural, economically diverse school environment, including faculty, staff, administration, parents, and students. Excellent verbal and written communication skills are required.
- Demonstrated professional behavior, including discretion, judgment and integrity.
- Proven ability to work collaboratively in a teaching team.
- Commitment to the continuing development of relevant professional knowledge, skills and abilities, particularly as related to academic and cultural competencies
- All prospective employees must be able to clear a background check and TB screening.
- Understanding of developmental needs of 3 through 6 year olds
- Be passionate about and enjoy working with young children
- Exhibit initiative, responsibility, adaptability, creativity, and flexibility
- Bilingual and/or Spanish proficiency is a plus

Hours: Monday through Friday, full time, with afternoon or evening meetings for teacher team building, committees, parent education, and assessments occurring one to several times a month.

#### Overview of School

The San Francisco School is an independent school, pre-K through eighth grade, with a commitment to a multicultural and inclusive community. Suitably characterized by one parent as an "urban school with a village atmosphere," The School embraces San Francisco's ethnic, cultural, and economic diversity. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and a commitment to social justice. Students learn to think like disciplinarians in a field, consider big and central ideas, and can find and develop their own passions. They graduate academically prepared, inquisitive, courageous, and eager for the challenges ahead.

Interested candidates may apply by sending one document containing a resume, cover letter, three references, and how you became aware of this position to:

The San Francisco School

Attn: PS Head Teacher Position

300 Gaven Street, SF, CA 94134

e-mail: [jobs@sfschool.org](mailto:jobs@sfschool.org)

Check out our website: [www.sfschool.org](http://www.sfschool.org)

*The San Francisco School is committed to increasing staff diversity, both to reflect the high value SFS places on a multicultural understanding, and for the direct benefit of each student.*