



ST. JOHN'S EPISCOPAL SCHOOL

Position Title: Pre-Kindergarten or Transitional Kindergarten Teacher

Date Modified: March 15, 2021

FLSA Classification: Exempt

Reports to: Head of Lower School

About St. John's

St. John's is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eight. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not only as a School, but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community. Do you dream of becoming the best educator you can be? Of coming to work each day with a sense of mastery, belonging, and purpose? Of working with fun, collegial, collaborative, growth-minded professionals? If so, you could thrive at St. John's.

Position Purpose

This full-time position requires the teacher to teach multiple subject areas to approximately 14 pre-kindergarten or transitional kindergarten students in a self-contained classroom that values project-based learning, collaboration, differentiated instruction. The classroom teacher is expected to integrate developmentally appropriate teaching of core curriculum skills in reading, writing, handwriting, math, science, and social studies within a nurturing environment. Students have access to 1:1 iPads and teachers are expected to leverage technology, when appropriate, as an integral part of the learning experience. This position is responsible for supervising students within the classroom and other assigned areas.

Key Accountabilities

- Guide the development of age-appropriate skills across all curricular areas.
- Foster a culturally-competent classroom by establishing and maintaining a respectful and conscientious environment.
- Participate in continuous curriculum evaluation and collaborate with grade-level peers and integrated arts, drama, and technology specialists to extend and enrich the curriculum.



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- Collaborate in the planning, evaluation, and direction of the grade level curriculum. As part of that work, coordinate with pre-kindergarten, transitional kindergarten, and kindergarten teams to ensure the curriculum aligns with the progression of Lower School skills in all subjects taught.
- Serve on one or more subject-specific vertical teams to ensure curriculum alignment and appropriate skill progression through Lower School and into Middle School.
- Maintain curriculum documentation in accordance with Lower School division requirements.
- Understand and meet the developmental and academic needs of students of varying academic, social, and emotional abilities. Differentiate instruction to meet individual student needs.
- Adapt instructional strategies to accommodate the needs of students with diagnosed learning differences according to the accommodations outlined on Student Support Plans.
- Provide feedback to students and parents using a variety of tools including quarterly skill reports, in-person and video conferences, phone calls, emails, and one-on-one meetings. The teacher is expected to write thoughtful, meaningful, and well-articulated comments that reflect students' progress and give specific direction for growth.
- Maintain daily lesson plans and effectively use the Student Information System, Learning Management System, and various other online tools. The teacher is expected to electronically record attendance, gradebooks, and reports.
- Attend and contribute to regular grade-level, vertical, divisional, and all-employee meetings.
- Fulfill other duties as assigned, such as lunch, recess, and carpool duty.
- Adapt curriculum and instructional modalities as necessary based on whether learning is taking place on campus, at home or in a hybrid/blended environment. Demonstrate technical proficiency and the ability to plan, organize, teach, and communicate in person, to a blended in-person/online class, and in synchronous and asynchronous online environments.
- Assist with the planning of and participate in grade-level field trips, whether they be virtual or day trips.

Opportunities and Challenges

The pre-kindergarten or transitional kindergarten teacher plays a pivotal role in the life of a St. John's student. The teacher is a member of the team that helps students develop the habits, skills, and attitudes they will continue to hone throughout Lower School. The teacher must:

- Model the St. John's Code of respect, responsibility, honesty, and care.



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- Demonstrate clarity in verbal and written communication.
- Demonstrate strong listening skills.
- Embrace the School's Episcopal identity, ethos, and commitment to respecting the dignity of each individual.

Growth Mindset

- Collaborate with colleagues on the development of curriculum and practice of instructional strategies.
- Leverage the knowledge, skills, and abilities of the Student Formation Team in support of students' academic, social, and emotional needs.
- Pursue growth in relevant technology skills.
- Network with peers at other local and national independent and Episcopal schools.
- Demonstrate commitment to personal and professional growth. Able to meaningfully receive, reflect on, and apply feedback to one's professional growth.
- Attend conferences and professional meetings to remain current with grade-level curriculum, instructional strategies, culturally responsive instruction, and social and emotional learning.

Qualifications

- A bachelor's degree is required; an advanced degree is preferred.
- A minimum of three years of experience teaching early childhood or lower elementary grades. Independent school experience is preferred.
- Demonstrated ability to design and deliver lessons in hybrid/blended and online learning environments.
- Experience with Reading and Writing Workshop and/or Responsive Classroom is a plus.
- Must meet minimum technology proficiency standards, including the ability to work in online Student Information and Learning Management Systems, to schedule and conduct classes via Microsoft Teams and Zoom, and to use the Microsoft 365 suite.



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Physical Requirements

- Ability to lift approximately 30 lbs.
- Ability to work for extended periods of time, including weeknights and weekends when required.
- Ability to work with children and adults in indoor and outdoor settings.
- Ability to work in on-campus, home, and field trip settings.

How to Apply

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

Mrs. Chris Patterson, Chief of Staff
cpatterson@stjohnsschool.org
214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.