

Position Title: Preschool Lead Teacher

Reports to: Early Learning Center Director and Elementary School Principal

Position Summary:

Preschool teachers at Saint James School are responsible for creating a nurturing, engaging, and developmentally appropriate learning environment for our youngest students. Our teachers are expected to foster curiosity, foundational academic skills, and social-emotional growth while supporting the school's mission and core values of character, commitment, courage, and community.

Key Responsibilities:

- Plan and implement a developmentally appropriate, play-based curriculum aligned with Saint James School standards.
- Create a safe, inclusive, and engaging classroom environment that supports cognitive, social, emotional, and physical development.
- Assess student progress through observation and documentation; communicate growth and goals regularly with families.
- Collaborate with colleagues, specialists, and administrators to support student success.
- Maintain positive relationships with families through conferences, written reports, and ongoing communication.
- Supervise and mentor assistant teachers and classroom support staff.
- Uphold all school policies, licensing requirements, and best practices in early childhood education.

Qualifications:

- Minimum of a Bachelor's degree in Early Childhood Education or related field.
- Previous experience teaching in a preschool setting is preferred.
- Strong understanding of child development and developmentally appropriate practice.

Position Title: Elementary School Teacher**Reports to:** Elementary School Principal**Position Summary:**

Elementary school teachers are responsible for delivering a rigorous, engaging, and developmentally appropriate academic program that supports the intellectual, social, and emotional growth of students. The teacher fosters critical thinking, strong foundational skills, and a love of learning while upholding the school's mission and core values of character, commitment, courage, and community.

Key Responsibilities:

- Plan and deliver engaging instruction aligned with Saint James School's grade-level standards.
- Create a structured, inclusive classroom environment that promotes respect, responsibility, and collaboration.
- Differentiate instruction to meet diverse learning needs.
- Assess student progress through formative and summative measures.
- Communicate regularly and effectively with families regarding student progress, classroom activities, and expectations.
- Integrate technology and interdisciplinary learning experiences to enhance instruction.
- Collaborate with grade-level teams, specialists, and administrators to ensure curriculum alignment and student support.
- Participate actively in faculty meetings, professional development, and school community events.
- Uphold school policies, procedures, and professional standards.

Qualifications:

- Bachelor's degree in Early Childhood or Elementary Education or related field (Master's preferred).
- Previous experience teaching in an elementary school setting.
- Strong classroom management and organizational skills.

