

Japhet School Preschool Teacher Job Description

Duties and Responsibilities:

- Plans, prepares, and implements theme-based lessons in accordance with the Preschool Curriculum
- Participates in updating and improving the curriculum based on educational trends and student needs
- Integrates character education daily into the learning environment
- Integrates music, movement, and artistic expression to develop a well-rounded entry into education
- Encourages an environment of creative discovery and a combination of teacher-directed/self-directed play
- Offers one-on-one instruction, learning stations, and small learning groups for students to build individual skills
- Supervises preschool lunch at least once per week
- Provides a warm, welcoming, safe, and nurturing learning environment
- Develops a joy of learning
- Models character in action through expressing reliability, punctuality, judgment, respect for self and others, and joy.
- Evaluates each student's developmental, character growth, and academic growth in writing in November and in June.
- Participates in whole-school parent-teacher conferences twice a year, and at other times by appointment
- Attends Monday faculty meetings (weekly in school year), admissions events, evening all-school events, concerts, and musicals when required
- Supports at least one local 'Preschool Night'
- Supports Early Childhood admissions activity by preparing for student visitors, interacting with parents, and assessing student visitors
- Performs other duties assigned by the Head of School
- Supports Japhet School and its leadership
- Works cooperatively with faculty and staff

Qualifications:

- Bachelor's degree
- Experience in teaching
- Strong communication skills: written, oral, and listening
- Commitment to the mission and philosophy of Japhet School
- Personal characteristics including integrity, initiative, reliability, and punctuality

To apply for this position, candidates should submit a cover letter and resume to:

Kerri G. Vizena, Head of School by mail or email

Mail: Japhet School, 839 S. Crooks Road, Clawson, MI 48017

Email: kerri.vizena@japhetschool.org