

# **Richmond Friends School**

## **Trueblood Preschool Teacher Job Description**

<b>Supervised By</b>	The School Coordinator in conjunction with the Head of School and Trueblood Advisory Committee
<b>Hours</b>	40 hours per week in coordination with assistant teachers, Monday to Friday. Occasional Saturday and evening hours for special events
<b>Compensation</b>	Salaried position, benefits package, 10 days sick and/or personal time
<b>Qualifications</b>	A minimum of a Bachelor's degree in education or a related field. A CDA or Indiana Teacher's License is preferred. Experience working with Preschool aged children, experience with nature-based curriculum, and a familiarity with Quaker beliefs and practices is desirable.
<b>Overall Job Objective</b>	To be responsible for planning and implementing an age-appropriate educational program for the students in her/his care, based upon the principles and philosophy of a Friends education.

### **Specific Responsibilities**

- Research and implement suitable curriculum and educational activities with the assistance of the School Coordinator and Trueblood Committee
- Create and implement an age-appropriate daily schedule
- Facilitate student learning
- Implement nature-based learning
- Attend and participate in faculty meetings on a weekly basis
- Facilitate weekly Trueblood staff meetings
- Oversee Trueblood staff scheduling including substitutes and volunteers; reporting payroll to the School Coordinator
- Communicate positive observations and concerns about students to their parents or guardians
- Plan for and facilitate parent/teacher meetings twice a year with appropriate documentation
- Keep records of parent/teacher communications and classroom behaviors and incidents
- Establish and periodically review personal teaching goals each year as aligned with the school's teacher evaluation procedure
- Pursue and attend professional development opportunities
- Maintain confidentiality concerning students and families
- Attend school workdays and other school community events
- Submit a monthly column highlighting classroom curriculum and activities for school newsletter

**To apply:** Please submit a resume, cover letter, and contact information for three references to Steve Cleaver, Head of School, [headofschool@richmondfriendsschool.org](mailto:headofschool@richmondfriendsschool.org)