



Job Description: ECC Teacher

Position Title	Department	Reports to
ECC Teacher	Middle School	Marja Brandon
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	August 14, 2017

OVERVIEW OF WOODLAND SCHOOL

Located just west of Stanford University, Woodland is an independent day school that offers a balanced approach to learning in a diverse and inclusive environment for approximately 300 students in early childhood through 8th-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

We believe that students learn to their potential when they are inspired. With rich content and an emphasis on student-driven projects, students are empowered and encouraged to be active and engaged learners. Our teachers provide an education that is both challenging and supportive. They work to ensure that students become active and curious learners – and are both local and global citizens fully prepared for future endeavors and challenges.

Woodland School’s faculty embodies the values of academic excellence, a diverse and authentic community, and strong character building. We focus on character building because it takes both strength of mind and heart to live with integrity, to find one’s passions, and to create meaningful change in the world.

Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by introducing them to the latest knowledge and best practice in pedagogy, curriculum development, educational technology, and student assessment.

OVERVIEW OF EARLY CHILDHOOD CENTER

The Early Childhood Center serves 28 children ages 3-5 with four full time teachers, and part time staff to support professional meetings and prep needs of our teachers. We have transitioned to a Reggio-inspired program this past year and are continuing to develop our approach, ever reflecting on our children and our practices and using our observations of their play to help direct our program, refining our systems. We have a strong collaborative culture and a practice of team work.

The Early Childhood Center program runs concurrently with the day school schedule with school hours from 8:30 - 3:30 and Extended Care beginning at 7:30am through 6:00pm Monday through Friday. On Woodland’s school calendar, we are a 10 month program, with a 5 week summer school option for students and serve a diverse population of wonderful families.

POSITION OVERVIEW

Woodland School's Early Childhood Center is seeking to hire an experienced early childhood teacher with knowledge of the Reggio Emilia philosophy for a full time position with the hours of 10 am - 6pm daily. Hours and schedules may flex due to the needs of our center, which may include staff meetings, collaboration, professional development days, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Caring for and developing a stimulating environment and curating resources;
- Co-constructing curricular program;
- Supervising, guiding and documenting child interactions;
- Leading small community and study groups; and
- Regularly reporting to parents and leading parent-teacher conferences.
- Invests in the life of the school by participating in weekly meetings and school wide events

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Our ideal candidate loves working with young children, has a professional, nurturing demeanor and is dedicated to young children, their families and the profession. We hope to find a candidate who is passionate about working with young children ages and eager to engage in reflective practice.

Candidates should enjoy working in a team and have strong collaboration and communication skills. He/She must be able to multi task, collaborates well with colleagues and families of diverse backgrounds, pay attention to detail, have a good sense of humor, be a self-starter and be highly flexible and responsive to the needs of our children and program.

- 12 ECE units required, higher degrees in education or early childhood education or related field preferred
- Minimum of three years' experience with 3-5 year olds
- Understanding of the Reggio Emilia approach, experience preferred
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents. Excellent verbal and written communication skills are required.
- Demonstrated professional behavior, including discretion, judgment and integrity
- Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.
- All prospective employees must be able to clear a background check, LiveScan fingerprinting, and TB screening

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for three to five references. Please combine all documents into a single PDF and send to HR@woodland-school.org.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

www.woodland-school.org