



Reports To: Rivendell Principal

Prepared by: Rivendell School

To apply for this position, please submit the Rivendell Application, your resume, letter of interest, and a list of three references to Holly Warren at [holly@rivendell-school.org](mailto:holly@rivendell-school.org).

**Position closed by May 7th.**

**Summary:**

This position's purpose is to provide collaborative, engaging, and meaningful individualized learning experiences for three and four-year-old students in a multi-age classroom.

The Preschool teacher reports to the Rivendell Principal, Holly Warren. The preschool teacher is responsible for ensuring the health, safety, and quality of education, for all Rivendell students with whom there is contact during the school day. The preschool teacher is responsible for designing meaningful and individualized academic lessons, team-building activities, and a positive classroom environment that promotes individualized education. The preschool teacher will work in collaboration to provide rich and engaging learning opportunities for all students.

**Work Period:** August 9, 2021 – May 27, 2022

7:45 am - 4:00 pm

\*Three additional training days over the summer (about 21 hours of training)

**Pay:** Salary based on education and experience

Rivendell School's goal is to provide a favorable and competitive combination of benefits to all eligible employees. Our benefits and long-term package for eligible employees include health, vision, dental, and long-term disability insurance along with paid time off during the school year. Additional benefits may be available at a discounted cost and include tuition discounts for immediate family children, supplemental insurance plans, Identity protection insurance, and participation in our 401k retirement plan along with the opportunity to receive retirement contribution matching funds.

**Required Qualifications:**

Colorado Early Childhood Teacher Qualification Requirements (with the expectation to maintain state in-service requirements).

Current Colorado Teaching License



**Education and Experience:**

- Colorado Early Childhood Teacher Qualification Requirements (with the expectation to maintain state in-service requirements).
- Bachelor's degree in Early Childhood Education or Elementary Education.
- Colorado teacher's license or equivalent licenses will also be considered.
- Must be able to complete CBI fingerprinting and criminal investigation background check upon hire.
- Must be able to be certified in Child/Infant CPR, First Aid, Universal Precautions, and Medical Administration. If you have these certifications already, please provide photocopies of documentation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Organization and Classroom Management:

- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of their progress
- Integrate special needs children in a positive and respectful manner

**Instructional Practice:**

- Plan and execute appropriate activities for the children each day to meet the physical, emotional, intellectual, and social needs of the children in the program
- Develop culturally appropriate programs and activities
- Incorporate activities that include numeracy and literacy concepts
- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and storytelling
- Build children's esteem
- Comfort children
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when needed
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress to be communicated to the parent
- Integrate special needs children in a positive and respectful manner

Knowledge and Skills:

- Child development and early education theories and practices



- Safe and appropriate activities for children-relevant legislation
- Policies and procedures to ensure that children are supervised and safe at all time.

**Required Skills:**

- Team building skills
- Analytical and problem-solving skills
- Decision-making skills
- Effective verbal and listening communications skills
- Stress management skills
- Time management skills
- Teaching skills

**Expectations for Communication:**

- Maintain communications with parents of preschool students through direct conversation, newsletters, emails, and calendars
- Collaborate with preschool team to write a weekly news email each week
- Personally greet and check in with parents and students each morning during drop-off
- Discuss children's development with parents
- Discuss problems and needs with Principal

**Managerial:**

- Maintain daily student records in accordance with established Colorado Human Services and Rivendell's enrollment procedures and guidelines. Records **MUST BE RETAINED FOR THREE YEARS.**
- Continually monitor rooms for best practice arrangements of age-appropriate learning center(s).
- Monitor and provide suggestions to assure playgrounds and classrooms are maintained to the highest standards of safety and appearance.
- Keep the room sufficiently clean and organized.

**To perform the job successfully, an individual should demonstrate the following competencies:**

**Intellectual:**

- Analytical - Designs workflows and procedures.
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem-solving situations; uses reason when dealing with emotional topics.



- Project Management - Communicates changes and progress; completes projects on time and budget.
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

**Interpersonal:**

- Maintains confidentiality
- Listens to others without interrupting
- Keeps emotions under control
- Remains open to others' ideas and tries new things
- Demonstrates group presentation skills and participates in meetings
- Balances team and individual responsibilities
- Exhibits objectivity and openness to others' views
- Gives and welcomes feedback
- Contributes to building a positive team spirit
- Supports everyone's efforts to succeed

**Leadership:**

- Accepts feedback from others
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness

**Organization**

- Cost Consciousness - Develops and implements cost-saving measures; contributes to profits and revenue; conserves organizational resources.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; Works with integrity and ethics; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

**Self-management:**

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments



- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
- Quantity - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; works quickly
- Safety And Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly
- Adaptability - Adapts to changes in the work environment; manages competing demands.
- Attendance/Punctuality - Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan
- Initiative - Volunteers readily; seeks increased responsibilities; asks for and offers help when needed
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**Computer Skills:**

To perform this job successfully, an individual must be able to effectively use email and word processing software.

**Physical Demands:**

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

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations



may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving objects.

**Acknowledgment:**

I have read and acknowledge receipt of this job description and agree to perform the responsibilities as described above. I understand this job description is intended to describe the general nature and level of work performed by the person assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees who hold this position.

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Applicant Signature

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Date