



Job Description

JOB TITLE: Younger Kids Teacher

Reports To: Rivendell Principal

Prepared by: Rivendell School

To apply for this position, please submit the Rivendell Application, your resume, letter of interest, and references to holly@rivendell-school.org. The position will be closed by June

Job Description: Younger Kids (Pre-K, Kindergarten, and 1st-grade Multi-Age Classroom)

A Younger Kids teacher will support and implement Rivendell's individualized education philosophy while creating and implementing engaging and meaningful learning experiences for students in pre-K, Kindergarten, and 1st grades. Rivendell teachers demonstrate a passion for working with children and are responsible for ensuring the health, safety, and quality of education for all students within the school's care. Strong communication skills, as well as skills in strengthening family partnerships, are required of all teachers. The ability to differentiate for individual learning styles and needs is essential. Rivendell supports multi-age classrooms, so there will be a variety of academic and affective needs in the classroom. The ability to apply child development theory in daily classroom activities and adapt the learning environment to children's individual needs is essential.

As a Rivendell teacher, you will have the opportunity to make a difference in the lives of children by providing them with a safe and nurturing environment that encourages their social, emotional, physical, and intellectual development. You will work with a talented team of diverse teachers to design and implement a developmentally appropriate curriculum while working collaboratively to maintain positive relationships with parents, children, and coworkers. The Younger Kids teacher will report to the Principal or its designee.

Work Period: Academic School Year (August 15, 2022 - May 25, 2023) and required summer preparation and coaching (15 hours in July, and 15 hours in August before the 15th)

Education and Experience:

Bachelor's Degree

Paid Time Off 7 days in addition to paid holidays that align with the school calendar.

Pay: Pay Range \$37,000- \$44,000 Depends on education and years of experience.

Benefit Eligibility:

All salaried employees working 30 or more hours per workweek are considered full-time and eligible to receive the benefits.



Required Qualifications:

Valid Colorado Teaching License

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instructional Practice:

Plan and execute appropriate activities for students

Meet the physical, emotional, intellectual, and social needs of the children in the program each day. The Younger Kids teacher must understand and implement Rivendell's philosophy of individualization.

Developmentally Appropriate Educational and Instructional Responsibilities:

- Understand and implement Rivendell's individualized education philosophy. Each student works on an individualized reading, writing, and math curriculum.
- Plan and implement daily learning experiences in reading, writing, math, science, and social studies.
- Create learning experiences that infuse creativity, inquiry, and content mastery.
- Provide opportunities for academic, social, and emotional growth.
- Assess student growth through qualitative and quantitative measures.
- Utilize best practices of developmentally appropriate instructional strategies.
- Instruct students in large, small, and one-on-one situations.
- Facilitate group discussions.
- Manage a classroom where students can work independently, in small groups, and in a whole group.
- Assist children in resolving conflict with others. Knowledge of the 'Love and Logic' approach and intervention is desirable.
- Implement positive discipline when required.

Professional and Team Responsibilities:

- Accept responsibility for the classroom's maintenance and necessary housekeeping duties and common use areas.
- Maintain a professional attitude, attire, and work behavior.
- Observe all rules and regulations of Rivendell School and the local, state, or national regulatory agencies pertaining to children's health, safety, and care.
- Complete all necessary company employment and payroll forms.
- Promote and participate in a positive, supportive, and cooperative team environment.



- Meet weekly with the Younger Kids teaching team to plan and develop lessons for the week and/or unit of study.
- Attend staff meetings, in-service training, other school functions, etc., as requested by the Principal.
- Plan with the Principal and/or other teachers for all required parent-teacher conferences and student evaluations.
- Assist in other capacities as determined by the Principal.
- Accept that the hours of this job will occasionally extend beyond the normal school day.

Organization and Classroom Management:

- Create clear and consistent classroom expectations that support students in being able to work independently and with other students.
- 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.
- Integrate special needs children positively and respectfully.
- Ensure children are supervised at all times.
- Provide various experiences and activities for children, including songs, games, and story-telling.
- Comfort children.
- Observe children and note their progress to be communicated to the parent.

Knowledge and Skills:

The Younger Kids teacher must have proficient knowledge in the following areas:

- Child development and early education theories and practices.
- Phonetic approach to literacy.
- Love and Logic.
- Safe and appropriate activities for children.
- Individualized learning.
- Policies and procedures to ensure that children are supervised and safe.

Required Skills:

- Team building skills.
- Supervisory skills.
- Analytical and problem-solving skills.
- Decision-making skills.



- Effective verbal and listening communication skills.
- Stress management skills.
- Time management skills.
- Teaching skills.

Expectations for Communication:

- Maintain communications with parents of Younger Kids students through direct conversation, emails, weekly newsletters, and calendars.
- Collaborate with Younger Kids teachers to write a weekly letter for parents describing current activities.
- Personally greet families each morning during drop-off.
- Discuss children's development with parents.
- Discuss problems and needs with the Principal.
- Attend required staff meetings and weekly team meetings.

Administrative Expectations:

- Adhere to the recommended budget for Younger Kids classrooms and follow policies and procedures for purchasing and reimbursements.
- Maintain records of student attendance and behavior.
- Maintain records of student academic progress in all areas.
- Maintain confidentiality regarding academic and behavioral reports for children.
- Must be a member of a leadership team.

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 promptly; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- Project Management - Communicates changes and progress; completes projects on time and within 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.
- When managing people, improves processes, products, and services.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Organization

- Cost-Conscious - Develops and implements cost-saving measures; contributes to profits and revenue; conserves organizational resources.
- Works Ethically with Integrity - Treats people with respect; keeps commitments; inspires the trust of others; upholds organizational values.
- Supports School Philosophy - 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 the 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 - Tactfully approaches others; 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 promptly; Strives to increase productivity; Works quickly.
- Safety And Security - Observe safety and security procedures; report 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; ask for and offer 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 various concrete variables in situations where only limited standardization exists.

Computer Skills

To perform this job successfully, an individual should have knowledge of email, file sharing, file storage, instructional technology for Younger Kids students, Google Drive (Docs, presentations, spreadsheets, etc.), and any other technology as requested by Rivendell Administration.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. 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 required to talk and 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 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.

Applicant Signature

Date