



## JOB OPENING

**Position Title:** Teacher

**Employment Classification:** Full-time, regular, exempt

**Reporting Relationships:** This position reports to the director of The Community Preschool at Grace Cathedral with additional guidance and oversight from a lead teacher.

### **About The Community Preschool at Grace Cathedral**

We believe that diversity is a strength and that a high-quality preschool experience creates a foundation for a child's educational and life success. The composition of the school is one-third full-tuition based payers, one-third partial adjusted tuition and one-third fully subsidized tuition. The school has been in operation since 2008. The program is full day and year-round, offering care from 8:00 a.m. to 6:00 p.m., Monday through Friday. Our vision is for every child to have equal access to a high-quality education in development of just, independent, creative, empowered and respected lifelong learners along with their supported and supporting families.

The Community Preschool is a program of Grace Cathedral in San Francisco, located on the cathedral campus, and preschool staff are employees of Grace Cathedral. The preschool's curriculum is completely secular, however, and it is not required to belong to or practice any faith in order to work here. We are committed to anti-racism and ensuring diversity, equity, accessibility and inclusion, and we seek job candidates who will bring their unique experience to enrich our culture and organization.

### **Job Summary**

The Community Preschool supports students and their families by providing a child-centered, inquiry-focused, play-based learning experience to an intentionally mixed socioeconomic group of children ages 3-5. We are a one-classroom, mixed-age school. There are 21 students and 4 teachers, for a ratio of 1 teacher to every 5 children with no aids or assistants.

Working closely with the director and the rest of the teaching staff, each teacher contributes to developing a comprehensive children's program in accordance with the preschool's philosophy, policies and procedures. Teachers deliver individualized support and instruction to meet the needs of every child's abilities, culture, developmental level and in consideration of previous life experiences, including trauma.

This position is full-time with a 40-hour workweek, Monday through Friday, from 9:30 a.m. to 6:00 p.m. and includes dedicated, paid, off-the-floor time (generally 4-6 hours a week).

### **Roles and Responsibilities**

- Assist in creating a warm, nurturing, fun playful, and respectful atmosphere for the children to encourage learning and growth, with high expectations for all learners.
- With the input of classroom staff, complete developmental tracking tool (DRDPs) twice yearly and facilitate parent teacher conversations for primary care children assigned to you (generally about 5 children).
- Participate in planning and implementation of staff meetings (generally 1 hour/week), curriculum planning (generally 1 hour/week), staff in-service trainings, professional development workshops, family community building events and family education sessions.
- Work cooperatively families, director, staff and third-party consultants (mental health consultant, coach, special needs service providers) to meet the individual needs of children and their families.
- Maintain positive communication regarding the preschool and organization to families, other staff members, and the surrounding community.
- Communicate regularly with families (face-to-face, email, phone, etc.) regarding the developmental progress of children and issues, successes and challenges that arise in the classroom.
- Attend professional development trainings during the workday, evenings or occasionally on Saturdays.
- Enforce all Licensing Regulations set forth in the Manual of Policies and Procedures, under Child Care Center, including, but not limited to, insuring that appropriate staff-child ratios are maintained at all times.
- Report all injuries and other health concerns to the director; administer pediatric first-aid when necessary; and, as mandated by state law, report any suspected child abuse.
- Assist director in all matters pertaining to the effective and efficient running of the center.
- Allow and encourage children to engage in experiences and learning with nature, dirt, insects, rain, plants, etc. (we go outdoors to play, even in the rain, with umbrellas and rain gear).
- Follow all health and safety requirements, including all COVID-19 policies and procedures.
- Attend meetings and trainings as assigned.
- Other duties as assigned.

### **Required Qualifications and Expectations**

- A minimum of 12 units completed in Early Childhood Education (ECE) or Child Development (CD) and 60 days of 3+ hours per day work experience within the last 3 years in the early education field is required.
- All staff must be fully vaccinated against COVID-19, have a negative TB test within the past 12 months, and must follow all required public health policies required by the preschool and/or Grace Cathedral.
- Professional ethics of confidentiality, discretion and good judgment.
- Able to speak, read and write in English with fluency.

- Knowledge of anti-bias education goals, principles of anti-racism education and a commitment to always uphold these standards with all children, families and co-workers.
- Able to relate to children and adults in a positive, respectful, curious manner, with the intention of seeking understanding.
- Able to supervise/work with a staff of varying educational and experiential backgrounds with sensitive leadership, maturity and stability.
- Arrive at work on time, be mentally present, play, laugh, be positive and upbeat, inquire and learn *with* the children.
- Proficient in Microsoft Office and Adobe applications.
- Core functions require being able to lift and/or carry children up to 60 pounds; move from the floor quickly in case of emergencies and/or during conflict situations; and able to speak, hear, see, and follow reasonable ergonomic recommendations to use a telephone, computer and monitor. Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential responsibilities of the position.
- Fingerprint clearance through Department of Justice for Child Abuse Index Check and Criminal Record Statement required post offer.

### **Additional Knowledge, Experience and Skills Preferred**

- Knowledge of DRDPs, ECERS, CLASS, Pyramid/CSEFEL Teaching Model preferred.
- Knowledge and experience with children with special needs and inclusive classrooms; low-income communities; families experiencing homelessness; trauma informed practice for children and families; and immigration issues strongly preferred.
- Able to speak Spanish, Cantonese, Mandarin, Arabic or otherwise multilingual/multi-cultural strongly preferred.

### **Benefits**

Total Rewards package includes medical, dental and vision benefits with 100% of premium paid by Grace Cathedral. Participation with immediate vesting in a 403b retirement plan with a 5% employer contribution and a maximum 4% match for a possible 9% total. Other benefits include a Flexible Spending Account, Employee Assistance Program, commuter benefits, \$50,000 life insurance policy, and short-term& long-term disability policy. Generous paid vacation and sick time, and 14 paid holidays a year including your birthday! Lunch is provided most workdays.

**There is no parking provided.**

### **Application Procedure**

Email cover letter along with résumé to [jobs@gracecathedral.org](mailto:jobs@gracecathedral.org) and include position title in the email subject header. No faxes or phone calls please.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications described in a job description. We are determined to find the best person to support the children and families in our school, and we understand that ideal candidate may be someone who comes from a less traditional background. We encourage you to apply even if you don't believe you meet every one of the qualifications below. We are looking for remarkable teachers that believe in our mission and can contribute to our team in various ways.