

EMPLOYEE JOB DESCRIPTION

TITLE: Kindergarten Lead Teacher
DEPT: The Hundred Acre School
REPORTS TO: Director of The Hundred Acre School
FLSA STATUS: Full-time, Exempt

Teaching is more than a calling; it is a passion. Our vision is to have a team of educators who live, breathe, and love this profession. You must love children, hands-on learning, STEM, and teaching and learning in the outdoors. The ideal candidate must have a Bachelor's degree in Education and be Lead Teacher Licensed by the Department of Early Education and Care. Teaching goes beyond lesson plans, assignments, and assessments for the intentional teacher and includes daily interactions and partnering with each student's family regarding their education.

What makes our school special?

- Five classroom school is small enough to manage but big enough to utilize a teamwork approach.
- Flexible daily schedule to support the needs of students, including 2-3 hours outside daily on the beautiful Heritage Museums & Gardens grounds.
- Supplies and materials to support teaching and learning with a hands-on approach so teachers don't need to purchase their own materials.
- New bright classrooms with big windows, Community Playthings furniture, SMART boards, and air conditioning.
- Professional growth is encouraged through paid PD, in-house article and book discussions, and weekly team meetings for building-based guidance, discussion, and support.
- Award-winning admin team who created the school, wrote the curriculum, and is committed to providing a high-quality learning experience.

SUMMARY OF RESPONSIBILITIES:

The Kindergarten Teacher plays a pivotal role in fostering a love of school and learning while balancing the developmental needs and growth of young learners. At our school, we embrace a holistic approach to education, seamlessly intertwining academic rigor with play, hands-on learning, and inquiry-driven experiences that unfold both within the classroom and outdoors throughout the gardens and grounds of Heritage Museums & Gardens.

Our commitment to STEM education is woven into the fabric of our curriculum PreK to Grade 2, guiding students through immersive learning that ignites curiosity; empowering students to explore, experiment, and discover. Our teachers serve as facilitators of this journey, cherishing and nurturing the “soft skills” that are essential for shaping well-rounded students equipped to be successful throughout their educational career. In combination with our STEM focus, literacy instruction is guided by the scope and sequency of Foundations and Geodes/Guided Reading, ensuring that every child has a solid foundation in handwriting, language and literacy skills. Similarly, Eureka Math guides students through a structured progression, fostering

mathematical proficiency and instilling critical thinking and problem-solving skills crucial for both understanding and enjoying mathematics deeply.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Education is required
 - EEC Lead Teacher Preschool certification required
 - DESE Elementary Certification is not required but appreciated
- Previous educational experience required with references (last school's supervisor is required)
- Required Massachusetts Department of Early Education and Care Background Record Check with "suitable" classification.
- Required current physical (every two years) and proof of MMR vaccine.
- CPR and First Aid Certification (we will provide this training)

POSITION DETAILS

- Beginning for the 2024-2025 School Year
- This teaching position is a year-round, full-time, exempt, at will position.
 - The Hundred Acre School offers a school year program and a summer program.
 - School Year: Last week of August to Last week of June with anticipated hours 8am-3:30pm.
 - Summer Program: Typically, 5 weeks in July with anticipated hours 8am-3:30pm.
 - This position participates in mandatory teacher training and classroom set up during the 2nd and 3rd week of August each year.
 - This position has the following planned breaks during a typical calendar year where you will use your paid time off; otherwise, you must be available at all other times.
 - April Vacation break
 - First week of August
 - Winter Holiday December break
 - Start date is August 8, 2024 for new employee onboarding and training.

SPECIFIC RESPONSIBILITIES:

School & EEC:

- When the Assistant Director and the School Director are not in the school, the EEC Lead Teacher with the most seniority will assume the role of Designation of Administrative Authority
- Adhere to all EEC regulations regardless of PreK or Elementary classroom assignment.
- Attending all staff meetings, staff training, conferences, and workshops.
- Complete yearly EEC required professional development 20 hours and training & IPDP yearly.
- Uphold the mission and goals of The Hundred Acre School at Heritage Museums & Gardens
- Be able to project a positive image and be an ambassador of the school both at HMG and while out in the public at large.
- Support the overall efficiency of the school on a daily basis (ie dishwasher, plants, laundry)
- Treating students, parents, staff, and visitors at the school with respect

Classroom:

- Prepare and maintain an engaging, nurturing, clean, and safe learning environment.
- Establish strong parent and family relationships.
- Supervise, collaborate, inspire, and support the growth of the classroom's support teachers.

Teaching Requirements:

- You are expected to commit to your teacher role for the entire school year August – June. If you plan to depart, we ask that you transition out of your positions at the end of June or the end of the Summer Program; this is in the student's best interest.
- Planning and implementing the curriculum through daily lessons that support and enhance the overall STEM curriculum, align to state standards and/or TS GOLD
- Complete student assessments and progress reports three times a year, including any documentation needed in TS Gold to effectively assess students.
- Use outdoor experience to extend student learning daily for at least 2 hours of outdoor time.
- Willingness to work outdoors in uncomfortable weather or conditions (i.e. winter, rain, summer)
- Stand on your feet for up to 90% of the day.
- Ability to sit on the floor and squat down to meet any child's needs.
- Capable of lifting up to 30 pounds

Teaching Style:

- Enjoy your role and appreciate the gift of student learning and growth.
- Love kids and their energy, excitement, curiosity, and innocence.
- Maintain control of the classroom through praise and patient practice
- Meeting the needs of all children and individualizing lessons as needed
- Encourage students to use problem-solving skills and practice positive behavior guidance.

APPLICATION PROCESS:

Please submit the following items via email to Melissa Russell, Director of The Hundred Acre School, at mrussell@heritagemuseums.org

1. Resume

2. Cover Letter

- Please consider addressing how 2-2.5 hours of outdoor learning daily helps Kindergarteners grow.
- Please consider addressing how being a school within a museum and botanical garden create unique opportunities for curriculum.
- Please consider addressing what you love about STEM education.