



Job Title: Preschool/Pre-K Assistant Teacher
Reports To: Head of Lower School
FLSA Status: Exempt
Salary: \$47,000 Annually
Anticipated Start Date: August 2024 (10 month position)

ABOUT ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's is an independent PS-8 co-educational school enrolling approximately 430 students across the Denver metro area. We provide an uplifting, nurturing environment where each child is fully supported academically, artistically, and athletically. We build character and integrity upon a spiritual, moral, and ethical foundation and strive to foster the development of people who make significant and lasting contributions to society. Grounded in the values and traditions of our founding Sisters and empowered by their sense of belonging, St. Anne's graduates know themselves, care for others, and strive to serve and improve their communities.

MISSION

Grounded by our founding values, we cultivate a community of curious and compassionate learners who are inspired to serve and enrich our world.

POSITION DESCRIPTION

St. Anne's Episcopal School is pleased to announce an opening for a full-time **Preschool/Pre-K Assistant Teacher** for the 2024-2025 school year.

OVERALL RESPONSIBILITIES AND EXPECTATIONS

- Assist in the supervision of learning activities while circulating within the preschool or pre-K classroom and provide assistance and learning support to students.
- Promote skills and strategies for a joyful classroom environment
- Nurture meaningful relationships with students
- Incorporate a lens of diversity, equity, and inclusion across the curriculum in both planning and delivery
- Facilitate targeted skill instruction and provide support to students as they practice them in small groups
- Collaborate with the lead teachers across classroom needs
- Support classroom neurodiversity and social-emotional spectrum in tandem with the lead teacher
- Participate in and contribute to communication with families
- Utilize technology intentionally and demonstrate an interest in learning about new tools
- Actively seek out professional development opportunities
- Assist in the supervision of students during co-curricular classes (PE, Spanish, Music, Science, and Library)
- Fulfill assigned monitoring duties (i.e., recess, lunch duty, etc.)
- Assist in preparing classroom bulletin boards, classroom decorations, and displays of student activities, etc.



- Reinforce the school's core values and policies inside and outside the classroom.
- Attend faculty meetings and parent conferences
- Contribute to community-wide needs and other duties as assigned

IDEAL QUALIFICATIONS:

- Bachelor's Degree in education or related field required
- Meet required Early Childhood Teacher (ECT) requirements/qualifications and provide all documentation
- Prior experience working in Early Childhood Education, Preschool or Kindergarten
- Excellent organization, presentation and communication skills
- Strong classroom management skills
- Commitment to collaboration and team teaching across disciplines
- Ability to build a strong rapport with students, families, school personnel and external support providers
- Willingness to develop one's own knowledge and skills through professional development
- Ability to work and communicate effectively and efficiently with and within a culturally diverse student body, staff, and community
- Demonstrated ability to be flexible, visible, resilient, collaborative, and approachable
- An enthusiastic and strong work ethic, a team player, and a self-starter

St. Anne's Episcopal School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

St. Anne's believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender or gender identity, national origin, age, sexual orientation, ancestry, disability genetic information, veteran status, or any other characteristic protected under federal, state or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotional opportunities, training, discipline, and all other terms, conditions, and privileges of employment.

SALARY RANGE & BENEFITS

\$47,000 Annually

St. Anne's offers a competitive benefits package, which includes medical, dental, and vision coverage, 403(b) retirement inclusion, long-term disability, life insurance, free lunch, and tuition assistance.

Interested candidates can send their cover letter, resume, Philosophy of Education statement, and list of references to Rene Reynolds, Director of Human Resources, at recruiting@st-annes.org.