



Holy Trinity Episcopal School in Houston, Texas is seeking a creative, organized, team player to serve as a lead teacher for our 4K program. This teacher is an important member of the faculty and an important member of the Early Childhood team. We are looking for a dynamic, forward-thinking, and student-centered professional educator who is motivated by problem solving and leading students at this stage of their development and understands the educational experience of 21st century learners.

Personal Qualities/Demeanor for Holy Trinity's 4K Teacher:

- Receive students and parents as well as faculty, staff, and administration in a friendly, courteous manner, and be sensitive to how her/his demeanor is reflective of the School
- Adapt accordingly to circumstances that arise
- Communicate issues, questions, and circumstances to the Head of School in a timely and professional manner

Essential Duties:

- Maintain an organized, nurturing, caring, and engaging classroom environment
- Plan, prepare and implement activities to meet the physical, emotional, intellectual and social needs of children at this stage of their development
- Communicate with parents in a timely consistent manner
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Regularly review materials and order new materials as needed
- Instruct and monitor students in the use of learning materials and equipment
- Observe and evaluate students' performance and development
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Prepare and discuss each student's academic progress, development of work habits and social/emotional skills with parents at parent conferences
- Communicate student concerns with parents through the appropriate channels (email, phone call, parent conference)
- Update all necessary records accurately and completely
- Maintain appropriate classroom supervision for children, guiding and redirecting their behavior as needed
- Create an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers
- Supervise play areas, restrooms, lunch, and dismissal on a regular basis
- Take morning attendance
- Escort students to and from activities around campus

Professional Duties:

- Participate in school meetings and parent conferences

- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Keep up to date with developments in subject area, teaching resources, and methods and make relevant changes to instructional plans and activities
- Maintains professional competence by attending staff development programs, curriculum development meetings, and other professional activities
- Work directly with the faculty on instruction and planning
- Regularly update curriculum

Other Duties

- Participate in and/or support student and parent activities designed to involve the faculty and staff
- Provide materials for substitute teachers
- Assume other responsibilities as assigned by the Head of School

Physical Requirements and Work Environment:

- Works in a sometimes highly stressful environment dealing with a wide variety of challenges
- Ability to sit and stand for extended periods of time
- Physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold

Required/Ideal Skills and Qualifications

- A minimum of a Bachelor's degree/preferably an advanced degree in education, early childhood education, or a related field
- Early Childhood classroom experience
- A compelling vision for what a forward thinking early childhood experience looks like in independent schools
- Experience with and appreciation for the Responsive Classroom approach to creating learning environments

Interested candidates should email their résumé, cover letter, and references as one PDF directly to careers@hteshouston.org. To learn more about Holy Trinity, visit hteshouston.org.