

The Mission of St. Paul's Episcopal School (SPES) is to grow children spiritually, intellectually, socially, and physically by equipping them with the Gospel, a love of learning, a creative mind, a strong body, and a giving spirit.

SPES is committed to providing a loving environment in which young children can develop their God-given gifts. SPES builds life-long learners by exemplifying academic excellence in the Episcopal school tradition, while building good stewards of faith. Each child's spiritual, intellectual, social, emotional, and physical growth is nurtured through activities and behaviors that meet the highest standards of early childhood education and Christian formation.

RESPONSIBILITIES:

A SPES Lead Teacher is a passionate educator with comprehensive knowledge of early child development. SPES Lead Teachers will:

CLASSROOM

- Promote the best interests of each child within the context of the SPES Mission Statement
- Plan and implement developmentally appropriate curriculum and activities designed to promote growth and development of the whole child
- Differentiate instruction so that children can develop their unique potential and experience growth
- Identify and provide for the learning needs of individual children, reaching the range of learners within the classroom
- Establish classroom management with a consistent daily routine, behavior expectations, and child-initiated self-management tools utilizing Conscious Discipline methods
- Demonstrate dedication to growing the Christian faith of SPES students
- Maintain a neat, clean, comfortable and positive child-oriented classroom atmosphere
- Ensure the health and safety of children through visual supervision at all times and appropriately respond to illnesses and injuries as well as unexpected circumstances
- Follow the guidelines detailed in the Emergency Management Plan and takes responsibility for children's safety in an emergency situation or drill

PROFESSIONAL

- Demonstrate professionalism through punctuality, collaboration, organization, participation in meetings and staff development opportunities, and maintain a respectful attitude in professional relationships
- Communicate effectively with children, parents, and colleagues in a professional and positive manner, maintaining confidentiality as appropriate
- Provide parents with a weekly newsletter detailing the week's activities, themes, Bible verses, etc.
- Maintain ongoing student assessments and communicate student progress to parents on a consistent basis
- Prepare formal assessments as age-appropriate. Communicate student progress to parents via Parent/Teacher conferences at least twice a year, Fall and Spring
- Participate in SPES Open Houses, PTO events, and other school events as necessary
- Complete required training each year (CPR, first aid, in-service, etc.)

- Adhere to all SPES policies outlined in the SPES Staff Handbook, DFPS Minimum Standards for Employees and Caregivers, and the tenets of the Episcopal Diocese of Dallas Safeguarding God's Children program

EDUCATION AND CERTIFICATIONS:

- Completed either 1) a Bachelor's degree in Early Childhood/Elementary Education OR 2) Bachelor's degree in any subject with 2 years' experience in a licensed early childhood child-care facility or elementary school
- Completed 24 hours of pre-service training unless applicant can provide documentation of 2 years prior experience in a licensed early childhood child-care facility/ elementary school or 24 service hours at another licensed child-care facility