

## Preschool Teacher (part-time)

**Intro and job overview:** Highlands Preschool is looking for a part-time Preschool Teacher to join our friendly staff. Highlands Preschool is both an independent private preschool school and a nonprofit organization dedicated to providing a quality education at an affordable price. This is a unique combination for a preschool: independent of any parent organization, with education as our primary focus rather than profit. This allows us to dedicate ourselves to giving preschoolers of all backgrounds a positive first learning experience to prepare them for kindergarten. Founded in 1953, the 2021-2022 school year marks our 68<sup>th</sup> year serving the Renton Highlands (near Renton Technical College). Learn more at [www.highlandspreschool.com](http://www.highlandspreschool.com).

Our part-time preschool teacher will lead two 2.5-hour preschool classes each day on Mondays, Tuesdays, and Wednesday, with the potential to add Thursdays and Fridays based on enrollment demand. Our yearly calendar loosely follows the Renton School District, with classes running September through May, with typical school-year vacations including Thanksgiving break, Winter Break, Midwinter break, and Spring Break. This position begins in mid-August in preparation for the school year.

### Benefits and pay range:

- Starting salary depends on experience and level of education
- Eligible for yearly salary increases
- Eligible for Sick Leave
- Eligible for Medical Stipend after one year

### Responsibilities and Duties:

- Plan curriculum and lesson plans with grade level teaching team
- Supervise and instruct a class of 3 and 4 year old students, implementing lesson plans and daily schedule
- Assess and provide for individual learning needs of students under your direction.
- Provide an attractive and productive classroom
- Manage student behavior and provide positive feedback and encouragement to students
- Assist with maintaining cleanliness of classroom and common areas
- Promote an understanding of the preschool's educational goals with parents and prospective parents
- Maintain an understanding of all preschool Bylaws, Rules, Policies and Procedures set by the staff and board and work within those guidelines
- Attend all required board and staff meetings
- Present a professional appearance and demeanor

### Requirements and Qualifications:

- Must be able to work as a team member
- Must have excellent communication skills with co-workers, parents, and students
- Previous teaching or assistant teaching experience preferred
- Certification or degree related to Early Childhood Education or Elementary Education preferred
- Must pass a national criminal background check, submit a Fingerprint card and Mantoux TB skin test as part of employment process
- Must have, or take, bi-yearly First Aid and CPR training for preschool age children, yearly HIV/AIDS training, and yearly Bloodborne Pathogen training

### Closing and application instructions:

Please send a letter of interest and resume to Administrator Karen Beckman Householder at [kbeckman@highlandspreschool.com](mailto:kbeckman@highlandspreschool.com).

*Highlands Preschool admits students of any race, creed, religion, color, national origin, gender, age, marital status, Vietnam era veteran status, sexual orientation, gender identity or disability, and grants equal rights, privileges, programs, and activities generally accorded or made available to students at the school. Highlands Preschool does not discriminate on the basis of race, creed, religion, color, national origin, gender, age, marital status, Vietnam era veteran status, sexual orientation, gender identity or disability in administration of its educational policies, admissions policies, hardship fund and other school-administered programs.*