Title:	**PreK Support Staff**	**Supervises:**	**N/A**
Reports to:	**Assistant Head of School**	**FLSA Status:**	**Non-Exempt**
Department:	**Faculty and Extended Day**	**FTE: Part-Time, Monday to Friday, 12:30 - 5:30pm**	

Description
Are you...

- A curious and creative teacher excited to bridge intellect, heart, and imagination in the classroom?
- A compassionate educator and role model for students?
- An enthusiastic community member eager to collaborate and build relationships?
- A teacher who loves project-based learning?

Yes? Then read on!
Ideal candidates possess a background in pre-Kindergarten and/or early childhood education, previous experience working with diverse learners, and experience supporting students in the classroom or in an afterschool setting.

Who We Are:

We are an independent PreK-5 school located in Wallingford's Good Shepherd Center. Meridian inspires children to approach learning with passion and curiosity. Classes are small, and our curriculum is challenging. We encourage students to be reflective and to explore a diversity of thoughts and perspectives. We ask a lot of our students. We ask them to try, to make mistakes, to rebound, to apologize, to move forward with integrity. We ask them to take intellectual risks, and to be thoughtful, caring community members. As citizens of the world, we encourage them to make connections between themselves, their local community, and the larger global society. We strive for Meridian students to develop into curious, compassionate, responsible young adolescents who begin to understand the power that resides in their hearts and their minds.

We believe the challenges of our world require culturally competent, well-rounded, critically thinking individuals prepared to be responsible and active global citizens. This is our work as educators in partnership with students and their families. We offer an academic education that balances children's intellectual, emotional, and social growth. We believe an inclusive, diverse school community promotes a child's sense of belonging. Meridian students learn to understand varying points of view, which over time will fuel innovation, creativity, and positive change for communities near and far.

Job Summary:

Under partnering supervision, this role mainly supports PreK students in the classroom during the school day, and transitions to after-care when the school day ends. This role also includes planning and supporting play-based classroom activities and creating a safe after-school care environment for students who access the extended day program.

Specific Responsibilities:

- In collaboration with the pre-Kindergarten lead faculty, designs and delivers engaging lessons for four- and five-year-olds through emergent curriculum

- Demonstrates best instructional practices to deliver a high-quality, developmentally appropriate curriculum to students
- Provides small group and individual support for students in Pre-Kindergarten
- In collaboration with classroom faculty, actively creates and maintains a well-managed, positive classroom environment that supports student engagement and motivation
- Develops and maintains positive relationships with students
- Supervises students in a variety of settings, including, but not limited to, the classroom, the School's playground, and field trips
- Supports the pre-Kindergarten lead faculty to manage ongoing licensing requirements as stipulated by the Department of Child, Youth, and Family Services (DCYF)
- Oversees the health and safety of Meridian students after school
- Designs and delivers engaging projects, activities, games, and sports for students aged 4-5 years old
- Has a commitment to ongoing cultural competence professional development, and has the motivation to put these skills into practice
- Understands and supports the school's mission through professional conduct and actions that demonstrate the core values and philosophy of the organization
- Initiates growth and change in own intellectual and professional development, seeking out feedback and other opportunities to learn
- Communicates to parents and Meridian staff and faculty important student information through phone, email, and in-person conversation
- Provides injury and illness treatment and reporting
- Actively participates in the full life of the school
- Vigorously engages in professional development; demonstrates a commitment to lifelong learning by enhancing their skills and embracing innovative technologies and creative thinking
- Is familiar with and complies with all policies and regulations as put forth in the school's documents
- Is familiar with and complies with all sign-in/sign-out policies
- Takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities.
- Performs other duties as assigned

Required Education & Experience:

- High School Diploma or GED equivalent required
- DCYF/STARS certification preferred
- WA State Initial ECE Certificate (12 credits) preferred
- Experience working with pre-Kindergarten and/or elementary school-aged children
- Experience working in an independent school environment preferred

Required Knowledge, Skills & Abilities:

- Knowledge of developmental stages of children aged four to five years
- Excellent organizational, writing, and communication skills
- Ability to keep information in the strictest of confidence
- Commitment to diversity, equity, and inclusivity
- Ability to stand, go up and down stairs frequently, crouch
- Ability to lift up to 20 pounds, interact with students, and move around the classroom
- Ability to work outside in any type of weather

- Ability to travel locally (for field trips)
- Ability to attend experiential learning trips
- Proficient technology skills and the knowledge and ability to integrate technology into the curriculum
- Proficient at working in a Microsoft Windows 10 environment, using Office (version 2013 or higher); ability to master common automated systems for record keeping, and confidently learn new technology
- Must have a valid WA driver's license and be willing to drive Meridian vehicles for work-related tasks

To Apply: If this sounds like you, please send a resume and cover letter indicating why you are interested in the position and in The Meridian School to employment@meridianschool.edu .

Don't meet every single requirement? At Meridian we are dedicated to building a diverse, inclusive, and authentic workplace. If you are excited about this role but your past experience does not align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

Position open until filled. No phone calls or drop-ins please.

The Meridian School is an equal opportunity employer. This means we do not discriminate in employment decisions or policies in violation of law on the basis of any legally protected status, including race, color, national origin, citizenship status, creed, religion, gender, national origin, age (over 40), marital status, physical or mental disability, use of a trained service animal, gender identity, sexual orientation, political ideology, HIV status, and veteran status. Our policy of non-discrimination applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, transfer, leaves of absence, compensation, and training. We comply with all applicable federal, state, and local laws that prohibit discrimination in employment. This policy applies to admissions and administration of all of its programs, as well as to all areas of employment.

Visit our website at www.meridianschool.edu.

Summary

Compensation and Benefits:

Compensation is competitive with independent schools in the Seattle area. The hourly rate for this position is $24.00 per hour. The Meridian School offers select benefits intended to support and promote the health and well-being of our part-time faculty and staff:

- Paid Time-Off for sick leave, jury/witness duty leave, and bereavement leave
- Employee Assistance Program
- Professional Development

Additional Information

FTE: Part Time, Academic Year

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