



# Birchwood School of Hawken

## Preschool Assistant Teacher

**THE POSITION:** Birchwood School of Hawken is seeking a full-time, Assistant Teacher in Preschool. This role will be tasked with assisting the lead teacher in planning and executing Pre-K and preschool curriculum.

The essential duties/responsibilities of this position include, but are not limited to, the following:

- Assist lead teacher in all aspects of planning and executing Pre-K and preschool curriculum.
- Perform other non-teaching duties as assigned by the Director of Curriculum, Assistant Head of School, and Head of School.

**QUALIFICATIONS:** Birchwood School of Hawken seeks a dynamic and innovative individual committed to teaching the total child. We seek candidates eager for intellectual and professional growth who are also able to contribute their own expertise in young children and early learners. Candidates must be familiar with and experienced in multiple early childhood philosophies and practices. A Bachelor of Arts or equivalent experience in Early Childhood education required. 2+ years of experience is preferred. Candidates must be willing and capable of committing to 2-3 years of extensive mentoring and teaching with a goal of becoming a lead teacher within 2 years. Candidates must have: facility with dynamic educational technologies, flexibility, energy, creativity, high expectations, and a sense of humor. Finally, candidates should be willing and eager to assist in the life of the School and be effective in dealing with colleagues and parents. Minimal afterschool hours required.

**THE SCHOOL:** Birchwood School was founded in 1984 by a small group of parents and educators living in Cleveland, Ohio. These founders were determined to give their own children an unparalleled education that offered exceptional academic programming and an emphasis on achievement ethics, hard work and character.

Over the next three decades, the school grew into an award-winning institution that remained true to its founding mission: to provide an educational setting where challenging academics build solid work habits, an achievement culture nurtures healthy attitudes, and a caring environment forges social responsibility. In addition, the school functions outside of the traditional grade-level, lock-step approach to programming. This approach allows students to engage in academic work that is commensurate with their abilities, allowing them to maximize their cognitive abilities.

In October 2016, Birchwood merged with Hawken School to become Birchwood School of Hawken. The partnership has already proved fruitful and both schools are looking towards a very bright future. It is at this exciting moment in our school's history, and we are seeking committed professionals to join our team.

**HOW TO APPLY:** Qualified applicants should send a cover letter, resume and references to [employment@birchwoodschool.org](mailto:employment@birchwoodschool.org) or to Birchwood School of Hawken/4400 West 140<sup>th</sup> Street/Cleveland, OH 44135/ATTN: Employment

Birchwood School of Hawken is an equal opportunity employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.