



Meridian Hills Cooperative Nursery School & Kindergarten

A Cooperative Preschool Established in 1960

Job Description for the Kinderbird Classroom Teacher

Job Title: Half-time Classroom Teacher	Salaried Position
Reports To: Director	FLSA Status: Exempt
Prepared By: CW	Prepared Date: August 2020

Position Summary: Meridian Hills Cooperative Nursery School and Kindergarten was established in 1960 and the Kindergarten in 2003. It is a non-profit organization where teachers and parents work together to create appropriate programs so that our children grow and thrive emotionally, intellectually and physically. The Kinderbird Classroom Teacher would be responsible for providing quality developmentally appropriate programming for up to fourteen (14) five and six year old children with support of two to three (2-3) participating parents daily. The class meets Tuesday, Wednesday, Thursday from 9:00 a.m.-2:00 p.m. during the school year. The teacher is responsible for teaching the Indiana State Kindergarten Standards. The Kinderbird curriculum is a play-based, emergent curriculum that utilizes the workshop model for reading, writing and math. The Kinderbird curriculum also includes a weekly and monthly Forest Kindergarten component. This is a salaried position.

Essential Duties and Responsibilities. Others may be assigned.

1. The Teacher shall create weekly age appropriate lessons plans in congruence with our mission statement and the cooperative education model.
2. The Teacher shall be prepared to teach synchronous and asynchronous virtual lessons if the School should switch from in-person learning to virtual learning.
3. The Teacher shall be prepared to teach outdoors and in all-weather. The Teacher will use the Nature Explore certified playground and Forest area in lesson planning. Monthly all forest days are part of the current curriculum.
4. The Teacher shall engage in any additional activities on such school days as shall be deemed necessary and proper for the fulfillment of any teaching duties related to the conduct of the nursery school classes. It will be the normal practice for the Teacher to be present in the classroom no later than one-half hour before and one-half hour after the normal starting and stopping times of the class.
5. The Teacher shall engage in any other duties necessary and proper to the teaching function. These activities shall include, but are not necessarily limited to, class

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- preparation, counseling or conferencing with parents, teacher staff meetings, ICPC Teacher Study Group, and attendance at professional development conferences designated by the School as necessary.
6. The Teacher shall supervise, direct and instruct the participating parents on best teaching practices in the classroom, as well as lead Set Up Day, Back to School Night, two Class Clean Up Days and Pack Up Day.
 7. The Teacher shall model specific communication and parent education throughout the year consistent with non-judgmental cooperative values, including positive/developmentally appropriate classroom management and conflict resolution skills.
 8. The Teacher shall attend and participate in other activities related to the operation of the school. These activities include, but are not necessarily limited to:
 - a. monthly (or as determined by the Director) staff meetings, including beginning/end of the year comprehensive meetings
 - b. parent education meetings
 - c. regularly scheduled Board meetings
 - d. one session per school year observing a kindergarten class/ICPC requirement
 - e. regular communication through Rallyhood
 9. The Teacher shall be familiar with and comply with the ICPC Statement of Standards and the Child Protection Policy.
 10. The Teacher shall work cooperatively and respectfully with the rest of the staff and Church in the use of the space and materials.
 11. The Teacher shall undergo a performance review by the Director before November 30 of the first year of teaching based on two classroom observations by the Director. Performance reviews and observations after that time shall be on an annual basis by the Director.

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Qualifications and Requirements:

1. Early childhood degree strongly preferred.
2. Co-op experience preferred.
3. Strong communication skills required.
4. Committed, responsible, organized, enthusiastic and energetic.
5. Strong virtual teacher skills preferred
6. A love of the outdoors
7. Creative and flexible.
8. Must submit a positive criminal history check.
9. A current (within the past year) negative tuberculin skin test or negative chest x-ray.
10. Biannual training and certification in CPR and childhood first aid course required.
11. Every three years child abuse recognition and reporting certification is required.
12. Must follow a specific training program established and monitored by the Director and the ICPC requirements for new teachers.

Contact:

Please submit the attached application and resume to Director Christine Wise at mhens.director@gmail.com.

Screening will continue until the position is filled.
MHCNS is an Equal Opportunity Employer

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