



**Position:** Preschool Lead Teacher

**Location:** Pasadena, CA

The Waverly School seeks a full-time preschool teacher for the 2025-2026 academic year. The successful candidate will demonstrate expertise in working with preschool students aged 3 ½ to 5 ½. Demonstrated experience in working with a diverse range of learners and families is essential to success in this role. This position requires demonstrated excellence in collaboration and the successful candidate will have collaborative skills and is capable of partnering with specialists and learning support educators. Skillful engagement with parents is essential to helping parents understand the development experiences of their students.

Waverly is a progressive school and the successful candidate should have previous experience in progressive schools and/or be willing to take professional development that helps them understand how to teach kindergarten in a progressive environment. A sense of humor is essential as is the willingness to bring joy to learning for preschool students. Previous experience in developing preschool curriculum is required and a knowledge of Responsive Classroom is ideal.

### **Primary**

- Plan and design curriculum through a thematic approach that aligns with Waverly's scope and sequence and as aligned with the school mission and philosophy
- Use teaching strategies that include small and large group instruction, hands-on experiential learning, inquiry-based learning, integrated learning
- Monitor and document student progress throughout the year and evaluate learning development
- Be able to use formative and summative assessment to meet student's learning needs
- Lead parent/teacher conferences
- Write and edit semester reports that include narrative assessments
- Use Responsive Classroom techniques to set-up, run and develop a consistent, caring classroom environment
- Collaborate with and support the Preschool Director, other lead teachers and the associate teacher in their growth and development
- Research, plan and execute regular field trips around the Los Angeles area
- Builds and maintains positive relationship with parents
- Have regular communication with parents-via email, newsletters, conferences
- Collaborate with grade-level/grade-proximal teachers, specialists and learning support educators
- Support admissions and other school events (i.e. parent ed nights, graduation, etc.)
- Attend special events during evenings and weekends
- Other duties as assigned by the Head of the Elementary School or Head of School

**Other Requirements:**

- Excellent knowledge of child development and latest pedagogy through professional development and formal learning experiences
- Strong commitment to inclusive practices that support students of all backgrounds to succeed
- Demonstrates enthusiasm for preschool aged children
- Supervises children in the classroom and on the playground in a manner that is conducive to Title 22 health and safety regulations
- Attends all staff meetings and in-service/licensing training programs as requested
- Ability to self-reflect and demonstrate personal growth
- Ability to plan, manage, and evaluate curriculum
- Proficient in Everyday Math, Handwriting without Tears
- Excellent verbal and written communication skills with adults and children
- Ability to collaborate and communicate with teachers, staff, parents, and students in a positive and constructive way
- Proficient in Microsoft office suite or related software as required for recordkeeping and documentation in a PC environment
- Confident with remote learning platforms such as Zoom and Google Classroom
- Work in-person, on campus

**Education and Experience**

- Bachelor's degree or an advanced degree in early childhood education (CA teacher credential a plus)
- 2-5 years teaching experience
- Early Childhood Education Units as required by the State of CA for Preschools: 24 ECE units and 16 GE units
- A minimum of three (3) years teaching experience, five (5) or more preferred at the primary level; independent progressive school experience a preferred
- While not required, the ability to communicate effectively in Spanish, Chinese, Armenian, French, Hindi, Urdu and/or Korean will be particularly useful in this diverse region of California.

**Physical Demands**

- Teacher is expected to work in person, on campus during school hours.
- Prolonged periods of standing and walking throughout classrooms and between several campus locations, including the school farm.
- Regularly spend long hours sitting and using office equipment and computers.
- Occasionally lift 15-45 pounds.
- Regularly move up and down stairs.
- Regularly sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children.

**Other Employment requirements**

- CPR/AED/First Aid certification training

- Initial and continued TB Assessment required for employment in CA schools
- Annual Mandated Reporter and Harassment Prevention Training
- Adhere to school policies and procedures as outlined in the Employee and Faculty Handbooks

**Job Type:** Exempt

**Salary Range:** \$50,000.00 – \$90,000.00 annually

**Typical Schedule:** 8:00 am to 4:00 pm

**School Contact:**

Interested Candidates should submit their letter of interest, resume, and statement of educational philosophy in a single PDF to:

Vella Cagle, Director of Human Resources, [vella@thewaverlyschool.org](mailto:vella@thewaverlyschool.org)

*The Waverly School is an equal opportunity employer dedicated to a policy of non-discrimination based on the race, color, creed, religion, sex, gender, gender identity, gender expression, marital status, pregnancy, transgender, transsexualism, sexual orientation, age, national origin, citizenship, primary language, military or veteran status, physical handicap, disability, medical condition, mental disability, genetic characteristic or information, ancestry, or based on any other consideration made unlawful by federal, state, or local laws.*