



Contacts: Head of Lower School
% Stephanie Bentley
sbentley@greenhillsschool.org

PRESCHOOL/KINDERGARTEN TEACHER

Department and Designation: Teaching Faculty

FLSA: Exempt

Reports to: Head of Lower School

Schedule: Full time / academic year

Designation: Teaching Faculty

Travel: Rare

In March 2025, Greenhills School formally acquired Summers-Knoll School to be redesigned and launched as the Greenhills lower school (grades PreK-5) beginning Fall 2026. Under the leadership of the Greenhills Head of Lower School, the Preschool/Kindergarten teacher will implement the existing Summers-Knoll project-based learning curriculum for 25-26. We seek a builder with deep knowledge and experience in early childhood education to collaborate and contribute to the design of a new lower school program at Greenhills School.

POSITION SUMMARY

The Preschool/Kindergarten Teacher oversees the daily operations of an early childhood classroom, ensuring a safe, nurturing, and developmentally appropriate environment for young children. This role includes designing engaging curriculum, fostering strong relationships with families and colleagues, and maintaining compliance with licensing and accreditation standards. The teacher is responsible for supporting each child's social, emotional, physical, and intellectual growth while ensuring consistent supervision and high-quality care.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as student centered educators and role models who bring joy and good humor to our classrooms, fields, and offices, employ a broad array of effective instructional methods, work collaboratively with colleagues, seek and respond to student feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community.

DUTIES AND RESPONSIBILITIES

- Mentor and assign responsibilities to an assistant teacher
- Maintain classroom budget
- Attend admissions events hosted by the Office of Enrollment Management and help identify prospective students and families
- Collaborate with the Preschool Director to ensure daily compliance with early childhood licensure, training, and current rules.



CURRICULUM

- Implement a developmentally appropriate project based learning curriculum in 2025-26.
- Collaborate with academic leadership to design an innovative and evidence-based early childhood program for Greenhills School to launch in 2026-27.
- Curriculum should reflect observations and assessments of individual children and small groups of children.
- Design an environment that responds to children's individual developmental levels; physical, social, and emotional needs; as well as current interests.
- Provide a variety of developmentally appropriate materials and activities that foster academic and social skills and encourage children to think, problem solve, question, and experiment.
- Foster positive self-concept by supporting individuality, independence, and the ability to make choices.
- Encourage creative expression.
- Demonstrate respect for diversity by providing anti-bias, non-sexist language, images, and experiences that reflect community.
- Create documentation of children's learning and development through quarterly assessments.

SKILLS AND EXPERIENCE REQUIRED

- Undergraduate degree in education (or a related field) required, graduate work in those disciplines desired.
- Proven experience with the age group required, 5 years teaching experience at the preschool/lower elementary level preferred.
- The ideal candidate will have substantial expertise in the field and will be:
 - a student-centered educator, skilled in fostering persistent problem solving,
 - eager to work collaboratively with colleagues on curriculum design, pedagogy, and assessments,
 - knowledgeable about children's intellectual, social, and emotional development and willing to positively greet the challenges and opportunities they present,
 - a professional oral and written communicator,

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Ensure children's safety while performing the following job functions:
 - Frequently lift, move, or hold children in the range of 10 to 40 pounds. Occasionally lift, move, or hold weight more than 40 pounds.
 - Supervise and interact daily with children outdoors for extended periods in varied weather conditions.
 - Demonstrate full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities.
 - Respond immediately and appropriately to multiple or unexpected situations or emergencies.
- Repetitive motion, use of keyboard.



- Summers-Knoll/Greenhills School property is a tobacco-free environment
- Follow state, federal, and Summers-Knoll/Greenhills School guidelines including immunizations, employment physical, and required health and safety training.

HOW TO APPLY

Interested candidates should submit a cover letter with résumé/CV, and three references to Head of Lower School % Stephanie Bentley sbentley@greenhillsschool.org.

No phone inquiries please.

ADDITIONAL INFORMATION

Compensation: Salary is competitive, commensurate with experience and education level, and includes lunch when school is in session. Greenhills provides a comprehensive benefit package, which includes health insurance, dental, vision, life, and short- and long-term disability offerings

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Greenhills School is an Equal Opportunity Employer.