



Early Childhood Head Teacher Position (Part-Time)

The Caedmon School

Start Date: August 21, 2025

Salary: \$33,800-\$36,350- Commensurate with experience

The Mission of The Caedmon School

At The Caedmon School, we honor the individual and foster each child's natural curiosity, which is the foundation of academic achievement. We nurture empathy in our students to value perspectives other than their own. Our graduates are creative, capable, and courageous, ready to make their place in the world.

Our Commitment to Community and Inclusivity

The Caedmon School is dedicated to creating and maintaining a community where we embrace and explore differences and commonalities, and the challenges they may present. We are committed to ensuring that Caedmon families feel a sense of belonging, because we value the different and precious identities among us. We cultivate a caring, respectful, and safe environment, in which bonds are forged across potential barriers of human difference, advancing compassionate, responsible, courageous citizens.

Our Values: Community; Academic Excellence; Diversity; Montessori

The Caedmon School seeks candidates for both part-time and full-time Toddlers Head Teacher positions for the 2025-2026 school year. We seek candidates who cherish and love children; are familiar with Montessori philosophy; are dedicated to equity, social justice and personal identity work; demonstrate a commitment to lifelong learning; possess the skills, knowledge, and confidence to be an enthusiastic innovator; and live with a deep sensitivity and respect for others. We seek candidates who understand the role of teacher as guide and the importance of a carefully prepared learning environment.

Responsibilities:

- Must be skilled in preparing and maintaining an emotionally responsive, nurturing, accepting, and safe classroom environment that provides both independent and social learning that meets the varying needs of the students.
- Plan and implement the Toddler Montessori curriculum.
- Plan and work collegially with Associate Teacher(s), guide associate(s) in best practices with this age group, model those practices and/or plan and work with the grade level team.
- Conduct family conferences twice/year and write bi-weekly class notes and end of year narrative reports.
- Attend all faculty meetings; serve on committees as required, participate in one task force each year, seek and attend professional development opportunities.
- Meet with administration weekly about student growth and curriculum.

Qualifications:

- A distinct fondness for very young children
- Master's degree required
- Montessori certification required, 3-5 years teaching experience
- Must have experience and be knowledgeable about Early Childhood development and education
- Enthusiastic about working with small children in a mixed-age classroom
- Strong classroom management skills
- Energetic, responsible and professional
- A collaborative work ethic with excellent oral and written communication skills
- Comfortable and confident in communicating with parents and caregivers

Please send your cover letter and resume to: resumes@caedmonschool.org