

MISS PORTER'S SCHOOL

Preschool Teacher

Title: Preschool Teacher

Department: Schoolhouse Daycare

Job Status: Full-time (academic year)

Reports to: Director of Sarah Porter Schoolhouse

Position Summary:

Miss Porter's school is seeking a compassionate early childhood professional responsible for creating a safe, nurturing, and engaging classroom environment. This role supports the physical, emotional, social, and cognitive development of preschool-aged children through developmentally appropriate activities and structured routines.

The Preschool Teacher encourages curiosity, independence, and positive social interactions while introducing foundational academic concepts. By building strong relationships and maintaining consistent expectations, the teacher helps children develop confidence, self-regulation, and respect for others. This position also works collaboratively with other members of the Schoolhouse Daycare staff to ensure a supportive, organized, and high-quality learning environment that meets all health and safety standards.

Responsibilities:

- Plan and implement age-appropriate curriculum introducing basic academics, including letter, number, shape, and color recognition
- Assist in developing and executing daily early childhood education programs
- Promote healthy habits, including eating, hygiene, and toileting
- Support children in building self-esteem, positive relationships, and respect for others and classroom materials
- Encourage independence by assigning responsibilities and guiding children through simple tasks
- Provide a variety of educational activities such as art, music, dance, story-time, dramatic play, puzzles, and outdoor play
- Maintain active supervision at all times to ensure children's safety and well-being
- Establish and maintain consistent routines, structure, and clear behavioral expectations
- Set individualized goals for children and implement strategies to support their development
- Record daily observations and notes for each child using Brightwheel

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- Report all accidents, injuries, or concerns to the Director promptly
- Maintain a clean, organized classroom and assist with general housekeeping tasks
- Collaborate with team members to ensure consistent care and classroom management
- Assist with diapering, toilet training, and hygiene routines as needed
- Provide a consistent, structured, and nurturing environment aligned with Miss Porter's Schoolhouse Daycare policies
- Work collaboratively in a team-oriented childcare setting
- Follow guidance from the Head Teacher and leadership team
- Maintain a 1:10 adult-to-child ratio
- Perform additional duties as assigned

Qualifications & Requirements:

- CPR & First Aid Certification
- Must be at least 21 years of age
- B.S. in Early Childhood Education preferred, Associate degree **or** a certificate in Early Childhood Education considered
- Minimum of 3 years' experience working with young children
- Ability to respond quickly and appropriately in emergency situations
- Strong communication, teamwork, and interpersonal skills
- Ability to relate sensitively to the needs of preschool-aged children
- Ability to follow written and verbal multi-step instructions
- Physical ability to lift:
 - Infants up to 30 lbs
 - Toddlers up to 50 lbs
 - Preschool children up to 70 lb

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.

Interested candidates should send a resume & cover letter electronically to careers@missporters.org. Please include "Preschool Teacher" in your subject line or apply directly using this [link](#).