**Early Childhood - Toddler Support Teacher**

Hawken School is committed to doing school differently and better. We seek to create an inclusive and accepting community where adults are empowered to design educational experiences for students that are deep and learner-centered. Hawken School seeks culturally competent teachers, administrators, and staff members who are committed to equity and social justice, who are comfortable taking risks, and who embrace a growth mindset. We are constantly looking for new ways to inspire student curiosity and agency while remaining dedicated to nurturing compassion and kindness in our students.

**THE POSITION**Hawken School is seeking a professional, thoughtful, and caring individual interested in working with toddlers (18 months-3 years) for 20-30 hours per week. Candidates should be enthusiastic about working with toddlers and eager to work in a collaborative team-based environment with thoughtful individuals committed to doing school better.

**THE ESSENTIAL DUTIES/RESPONSIBILITIES**

* Assist a co-teaching team in providing respectful and responsive care for students’ needs including supporting children emotionally, diapering, feeding, nurturing, and supervising play
* Help create a healthy classroom environment by washing/sanitizing toys and tables, and sweeping
* Keep accurate daily records of students’ care
* Support teachers in a variety of responsibilities focused on the care of children
* Apply the principles of the RIE approach, as modeled by the classroom teachers, including the use of respectful language and sensitive observation

Because Hawken believes in supporting teachers’ passions, in deepening their expertise, and in fueling their spirit of innovation, we provide substantive professional development opportunities that lead to the kinds of excellence that are a hallmark of our community.

**QUALIFICATIONS**

* An associate’s degree in Early Childhood Education and/or previous experience in an early childhood classroom are required
* In addition, we seek candidates with:
	+ Demonstrated success in collaborative environments
	+ A willingness to learn from and contribute to a dedicated team and across disciplines both in and out of the classroom
	+ Joyful enthusiasm, creativity, flexibility, good humor, and a team spirit necessary for working within a dynamic team serving toddlers individually and in groups
	+ A continuous commitment to improve one’s own growth
	+ Spanish fluency a plus

**HAWKEN CANDIDATE COMPETENCIES**

**Mission, Culture, and Philosophy Alignment:** Successful candidates show they can thrive at Hawken and are highly motivated by the school’s mission.

**Fair Play: Diversity, Equity, Inclusion & Justice:** Successful candidates indicate a commitment to and have experience with serving students and communities equitably.

**Relationship Building and Cultivation:** Successful candidates show they can build relationships throughout the Hawken community.

**Content Knowledge:** Successful candidates demonstrate depth in content area knowledge as well as an ability to inspire students to a high level of excellence and challenge and take a student-centered approach to all aspects of their work.

**Humility and Growth Mindset:** Successful candidates are eager to learn new approaches and methods and be able to team effectively with others.

**Approach to Work:** Successful candidates show initiative and agency with a commitment toward feedback and flexible problem-solving.

**THE SCHOOL**

Founded on the ideal that “the better self shall prevail and each generation introduce its successor to a higher plane of life,” Hawken School is a coeducational independent day school with 1,600 students in toddler through grade 12. Our four campuses are located within 25 minutes of downtown Cleveland, and an urban extension center in the city’s museum district provides a demanding and integrated course of study in a diverse and dynamic environment.

To learn more about us, visit [www.hawken.edu](http://www.hawken.edu/).

**HOW TO APPLY**

Please send a resume, references, and a cover letter to Brooke Marcy, Early Childhood Director, at ecemployment@hawken.edu.

**Hawken School is an equal-opportunity employer dedicated to promoting all forms of diversity in the workplace and in our student body. We strongly urge all qualified individuals to apply.**