

### **Lower School Classroom Teacher - Kindergarten**

Keys School, co-ed K-8, independent school located in Palo Alto, CA

#### Overview of School:

Keys School, recognized for social emotional learning and a commitment to deeply knowing every community member, is seeking a full-time exempt **Lower School Classroom Teacher** beginning as soon as possible.

Keys School is an independent, co-ed K-8 school located on two campuses in Palo Alto, California. Our mission “challenges students to develop a keen intellect and a generous spirit, to advocate for themselves and others, and to honor curiosity and reflection in an increasingly hurried world.” Founded more than forty years ago, Keys offers a hands-on education with balanced concern for students’ academic, social, emotional, and physical growth. Today Keys is known for helping students to become compassionate and empathetic community members while developing the confidence to find their voice and advocate for themselves.

Please visit our website, [www.keysschool.org](http://www.keysschool.org), for more information about the school.

#### Overview of the Position:

This position is for a **Kindergarten Classroom Teacher**. The successful candidate will report to the Head of Lower School and will be responsible for designing a responsive, interdisciplinary program grounded in diversity, equity, and inclusion. This educator cultivates an environment that provides students with a foundation for lifelong learning, the development of self-advocacy skills, and resilience, while demonstrating empathy and compassion for others.

#### Primary Responsibilities:

- Use classroom management approaches that develop intrinsic motivation, student agency and self-reflection, and frame mistakes as opportunities to learn, while ensuring the safety and social-emotional learning and well-being of all classroom community members
- In collaboration with teaching team and Assistant Head of School, develop research- and standards-based year-long and unit learning plans
- Frame contextually-relevant, developmentally-appropriate classroom experiences around essential understandings, interdisciplinary integration, and antiracist pedagogy
- Use formative and summative assessment data to inform instruction
- Leverage educational technology, including Seesaw, SMART Board, Zoom, and Google Suites to design and implement learning experiences that can be deployed in-person and online
- Collaborate with specialists in Physical Education, Self-Science, Spanish and Mandarin World Language, Science, Music, Art, and Technology to develop integrated units of inquiry
- Integrate community resources into learning experiences
- Actively engage in the school community by participating in faculty meetings, recess and lunch duties, and additional school events

- In collaboration with the Assistant Head of Lower School, coordinate the work of Associate and Assistant Teachers, including implementation of small-group learning, individualized instruction, collaborative teaching, etc., and provide appropriate feedback where necessary
- Communicate about the Kindergarten program and learning with families through face-to-face conversations, newsletters, emails, and blog posts
- Actively participate in professional development with a growth mindset and a healthy sense of humor
- Maintain professional collegial relationships that encourage sharing, planning, and working together toward improved instructional skills and student success
- Model positive behaviors for students and colleagues that align with the school's core values, emphasizing critical social and emotional skills
- Monitor own beliefs and behavior to make certain that high expectations are held for all students regardless of socioeconomic status, race, gender, or other personal characteristics

Qualifications:

The candidate must have:

- Passion for working with K-1 children, with a solid commitment to the teaching profession and social and emotional learning
- Solid understanding of children's social-emotional and academic developmental trajectories
- The ability to foster strong student connections
- A commitment to cultural competency, antiracist pedagogy, and a diverse, equitable, and inclusive community
- Knowledge of curriculum standards and instructional strategies for elementary grade levels
- Facility with a wide array of pedagogy and assessment practices
- Flexibility in implementing educational programs in a variety of contexts (on-campus, hybrid, fully remote)
- Strong organizational, verbal, and written communication skills
- A commitment to continuous improvement and professional development
- Be an active researcher of best pedagogical practices, innovative teaching methods, and assessment
- A growth mindset and value feedback as a tool for growth
- The ability and willingness to work in teams and collaborate extensively with colleagues
- Initiative, internal motivation, and a willingness to take on responsibilities beyond those explicitly defined
- Experience with differentiated instructional practices and/or a background in special education
- An educational ideology consistent with that of the school
- A sense of humor
- Familiarity with the Singapore Math and Responsive Classroom approaches preferred
- Familiarity with remote learning technologies and practices strongly preferred
- A Bachelor's Degree is required and a teaching credential and/or Masters Degree is preferred
- A minimum of five years of related professional experience, preferred

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is also required. On occasion, the employee is required to stand, walk, stoop, kneel, crouch, crawl, run, and/or jump.

How to Apply:

Email a résumé (including written recommendations and/or contact information for three references), statement of philosophy, and one-page cover letter to:

Betsy Doss, Head of Lower School  
Attn: Lower School Classroom Teacher

Email: [jobs@keysschool.org](mailto:jobs@keysschool.org)

*Keys School is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, disability, orientation or veteran status. For more information on the school, please visit [keysschool.org](http://keysschool.org)*