



## Job Description

Job Title: Early Learning Teacher (Grades 2-4)  
Department: Early Learning

<b>Reports to:</b> Early Learning Principal	<b>Work Schedule:</b> M-F, 7:30-3:30	<b>Job Status:</b> 40 hours/week; benefits included
<b>Job Status:</b> Full Time	<b>FLSA Status:</b> Exempt (salary)	<b>Date Revised:</b> January 2026

### POSITION SUMMARY:

The Galloway School is a community where learning is joyful, individuals are valued, and self-discovery is encouraged. Galloway students confidently embrace challenges while developing the knowledge, skills, and cultural competence to thrive as enlightened contributors in their chosen pathways.

Each of our Early Learning (PreK-Grade 4) grade-level teams works collaboratively to create engaging and challenging learning experiences for their students. When you begin at Galloway, you will join a faculty who are committed to challenging each other and their students to discover their interests and passions.

### PRINCIPAL RESPONSIBILITIES

- Embody and advocate for the mission and vision of the school
- Designs curriculum, assigns related coursework, and tracks student performance
- Evaluates programs and student progress (conferences, written evaluation, and written daily correspondence)
- Take a student-centered approach by providing responsive instruction, including differentiation and flexibility to adjust plans when needed
- Support a differentiated and globally integrated curriculum that includes student engagement through project-based learning, hands-on activities, experimentation, iteration, and other active approaches to learning
- Demonstrates an attitude of flexibility with regard to curriculum decisions in order to meet instructional needs
- Instructs and encourages individual students; establishes goals for individualized students and small groups
- Collaborates with colleagues and seeks feedback in the spirit of continuous improvement
- Reflects on instructional practices to meet individual professional development goals
- Assumes personal responsibility for student achievement
- Actively participates in professional development, grade level, and department meetings
- Manages the class and ensures engagement and discipline
- Communicates with parents or other interested parties
- Support the implementation of the Strategic Plan and initiatives related to the plan
- Other duties as assigned

<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>● Degree in Early Childhood Education, Elementary Education, or a related field</li> <li>● Master's degree preferred</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>● Experience in an Elementary Classroom</li> </ul>
<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>● Growth Mindset</li> <li>● Experience with curriculum development and design</li> <li>● Ability to maintain confidentiality.</li> <li>● Excellent oral and written communication and presentational skills.</li> <li>● Demonstrates capability to interface and maintain effective relationships with parents, administration, and staff.</li> <li>● Demonstrated creativity and energy in the classroom</li> </ul>	<p><b>Specialized Skills and Knowledge:</b></p> <ul style="list-style-type: none"> <li>● 3-5 years of elementary classroom experience,</li> <li>● Training in structured literacy</li> <li>● Interdisciplinary learning</li> <li>● Comfortable with digital communication and platforms</li> </ul>

### **THE GALLOWAY SCHOOL MISSION**

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### **DIVERSITY, EQUITY, INCLUSION STATEMENT**

At The Galloway School, diversity, equity, and inclusion are integral parts of our mission, history, culture, and identity. The members of the school value and affirm the individuality of each person in our community. We truly commit to having a diverse community and intentionally supporting these efforts through our policies, curricula, programming, and resources. The Galloway School continuously examines and renews our commitment to fostering a community that welcomes and respects each individual.