Faculty Position Description

Position Summary: The Wyndcroft School is a place where tradition and innovation intersect in a kind and collaborative community that promotes leadership, creativity, integrity, determination, and respect. As an Early Childhood through Grade 8 school, our faculty and staff cherish the opportunity to steward young minds and hearts through their academic, emotional, and social development.

Wyndcroft teachers are compassionate, reflective educators who create engaging learning environments that support students' intellectual, emotional, and social growth. Teachers work collaboratively with colleagues, families, and school leaders to foster meaningful learning experiences and a strong sense of community.

This position description is intended to outline the general responsibilities of the role and may evolve over time as the needs of the School change.

Employment Classification

- Full-Time, Exempt
- This position is classified as at-will employment, subject to applicable laws in the Commonwealth of Pennsylvania and as described in the Personnel Handbook.

Reporting Structure

- Reports to: Assistant Head of School, Director of Academic Program

Wyndcroft Teachers Are…

- Compassionate, student-centered educators who understand and value child development.
- Reflective professionals who pursue continuous learning and professional growth.
- Skilled practitioners who differentiate instruction to support all learners.
- Creative educators who design engaging learning experiences that promote curiosity, inquiry, and intellectual challenge.
- Collaborative colleagues who build strong partnerships with families and contribute positively to the professional culture of the school.

Key Responsibilities

- Teaching and Learning
    - Create a safe, inclusive, and student-centered learning environment.
    - Design and deliver engaging instruction using a variety of teaching strategies that support critical thinking, creativity, and student agency.
    - Provide whole-class, small-group, and individualized instruction appropriate to the subject area and developmental level of students.
    - Monitor and assess student learning using a range of formative and summative assessment tools.
    - Use assessment data to inform instruction and support student growth.
- Curriculum and Instruction
    - Design and implement curriculum aligned with the school's mission and learning goals of the course or the grade-level.
    - Develop thoughtful units of study that support diverse learning styles and challenge students appropriately.
    - Collaborate with colleagues to ensure coherence and alignment across grade levels and subject areas.
    - Integrate experiential learning, interdisciplinary connections, and meaningful real-world applications where appropriate.
- Student Support and Community
    - Build strong relationships with students that support both academic growth and social-emotional development.

    - Communicate regularly and effectively with families regarding student progress and well-being.
    - Lead or participate in parent-teacher conferences and other family engagement opportunities.
    - Promote a classroom culture grounded in respect, curiosity, responsibility, and belonging.
- Professional Collaboration
    - Collaborate with colleagues and administrators to support the academic program and broader school initiatives.
    - Participate actively in faculty meetings, professional development days, and school planning activities.
    - Support school-wide initiatives including admissions events, open houses, and student visits when requested.
    - Engage in professional reflection and goal-setting as part of the school's Professional Growth and Renewal (PGR) process.
- School Responsibilities
    - Meet established deadlines for report writing, grading, student feedback, and required communications. Consistent and timely completion of these responsibilities is an essential expectation of the role.
    - Participate in supervision duties such as carline, recess, lunch, or other assigned responsibilities as determined by direct supervisors or the Head of School.
    - Plan and supervise field trips and experiential learning opportunities, including occasional overnight trips. Overnight trips may include a per diem for chaperones.
    - Attend and support school events, assemblies, and special programs, some of which may occur outside regular school hours.
    - Serve as an advisor or mentor to students when assigned.
    - Perform other duties as assigned by the Assistant Head of School, Director of Academic Program, or Head of School.

Core Competencies and Skills

- Strong verbal and written communication skills.
- Effective problem-solving and decision-making abilities.
- Strong organizational and time-management skills.
- Ability to collaborate effectively with colleagues and families.
- Professional judgment, discretion, and integrity.
- Comfort with educational technology including Google Workspace and related tools.
- Commitment to maintaining a positive and supportive classroom environment.

Education and Credentials

- Bachelor's degree from an accredited college or university required.
- Current certification in First Aid, AED, and age-appropriate CPR.
- Valid Pennsylvania driver's license.

Preferred Experience

- Minimum of three years of teaching or related educational experience.
- Experience working in independent schools or nonprofit educational environments.
- Experience working with children in school or community-based programs.
- Demonstrated commitment to diversity, equity, and inclusion.

Physical and Psychological Demands

- Ability to be flexible in a dynamic school environment with frequent interruptions.
- Ability to lift, carry, push, or pull up to 50 pounds.
- Ability to move throughout campus and participate in outdoor activities and field trips.
- Ability to sit or stand for extended periods.

- Ability to work flexible hours, including occasional evenings and weekends for school events.
- Ability to respond calmly and effectively to emergencies.

Professional Dispositions

- Integrity, professionalism, and accountability.
- Commitment to collaboration and collegiality.
- Openness to feedback and continuous professional improvement.
- Strong sense of ownership and attention to detail.
- Genuine enjoyment of working with children and supporting their development.

Equal Opportunity Statement: The Wyndcroft School is an equal opportunity employer and values diversity among its faculty, staff, and student body. We encourage applications from all qualified individuals without regard to race, color, national origin, religion, gender, gender identity, sexual orientation, age, disability, or veteran status.

Disclaimer: This job description is intended to describe the general nature and level of work expected. It is not an exhaustive list of all duties and responsibilities. The Wyndcroft School reserves the right to amend this description at any time based on the evolving needs of the institution.