



Adda Clevenger School

Adda Clevenger School  
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## Transitional Kindergarten (TK) Teacher

**Adda Clevenger School** is an independent TK-8 school offering an accelerated academic curriculum plus a fully integrated performing arts program for San Francisco Bay Area school children. Our educational program is inspired by the child-centric experientialist philosophy of John Dewey. Our school day consists of a dual curriculum of arts and academics, and students from as early as TK move through subject matter with different teachers on a period rotation throughout the day.

### **Transitional Kindergarten (TK) Teacher Essential Duties and Responsibilities:**

- Teach core subjects to students in TK (4yrs). TK students have the same core academic subjects as Kindergarten at an age-appropriate level.
- TK students are working on developing social and collaborative skills in addition to further development of academic skills in preparation for Kindergarten
- Develop and maintain respective grade curriculum for Math, Language Arts, Social Studies, Science and Civility, and other subject matter as needed.
- Plan and prepare a program of study to include course materials such as syllabi, homework assignments and handouts, employing a variety of instructional techniques and instructional media that meets the individual needs, interests, and abilities of the students.
- Collaborate with other teachers to address special needs of individual students; actively enlist the support of colleagues to provide additional perspective on challenges facing individual students.
- Provide substitute support for other teachers as requested.
- Assume responsibility for specified duties which include lunch and playground duty and dismissal and arrival duties.
- Attend various school functions throughout the year including performing arts programs, field trips, parent-teacher nights, and evening events.

### **Teaching at Adda Clevenger:**

TK class size ranges from 4-12 students. Classes can be expected to grow over the course of the school year, with new students joining the class at any point in the school year. Students have scheduled classes daily from 8am to 5pm, with elective and extracurricular classes and activities from 4-6pm. There are 180 instructional days, with several 1-to-3 week breaks throughout the year.

All teachers participate in school life in a variety of ways. For example, some teachers support student productions and performances as stage managers, others take the lead in organizing Spirit Day activities or moderating a student club.

Adda Clevenger teachers enjoy considerable autonomy in their classrooms and are responsible for developing and maintaining their own subject matter curricula. We believe that the teacher and the students are the two critical elements of an effective classroom and the curriculum must derive from and be continually and creatively adapted to their changing needs and environment.

**Qualifications:**Personal qualifications

- Strong instructional skills and classroom management
- Excellent communication skills
- Highly organized
- Holds self to a high standard of professionalism in conversations with students and fellow staff, appearance and overall demeanor

Professional qualifications

- Bachelor's degree from a competitive college or university
- Demonstrated knowledge of subject areas to be taught
- 2+ years' head teaching experience in preschool, TK or one or more of the primary grades preferred
- Valid California credential or equivalent from out of state

Please send application materials to [employment@addaclevenger.org](mailto:employment@addaclevenger.org)