

START DATE: August 22, 2024

Our Mission: We inspire highly capable, creative learners to lead with curiosity, compassion, and courage in a diverse and dynamic world.

About the Organization: Located just north of Seattle in Shoreline, Washington, The Evergreen School has been educating highly capable, creative learners for 60 years. Our students love to ask questions, and our teachers use that natural curiosity to craft engaging lessons and spark thought-provoking conversations. Evergreen's program infuses challenging academics with foundational support for social skills, emotional well-being, a multicultural perspective, and empathy for others. Our students think deeply, take intellectual risks, and tackle complex problems. They learn how to self-advocate, collaborate with others, and understand and respect differences. Evergreen graduates move on to high school and beyond with confidence, ready to contribute to a diverse and dynamic world.

Community: At Evergreen, our goal is to curate a culture where every person feels fully welcomed and encouraged to participate in every aspect of the community. We actively seek and support students, families, faculty, staff and trustees who bring a diversity of identity into our community. Our mission makes it essential that we skillfully deliver an inclusive, culturally responsive educational program that teaches respect for others, empowers students of all backgrounds equitably, encourages social responsibility, and prepares students to be leaders in an interdependent global community. We seek candidates who demonstrate a commitment to fostering a diverse and inclusive learning environment that embraces and values the diversity within our community.



THE OPPORTUNITY:

An **elementary teacher** is responsible for teaching a culturally responsive, inquiry-based curriculum. The successful candidate will have a highly collaborative approach to curriculum planning and teaching and teach an engaging and challenging program to highly capable students with individual learning styles and needs while utilizing a wide range of instructional tools, technology, and resources, including project-based and experiential learning opportunities.

The school seeks candidates who demonstrate a commitment to anti-bias and anti-racism work and to fostering a diverse and inclusive learning community that is responsive toward all differences including but not limited to race, ethnicity, national origin, geography, religion, gender identity, sexual orientation, age, physical ability, learning styles and marital, parental or economic status.



DUTIES AND RESPONSIBILITIES:

- Collaborate with the grade level team to develop and implement a cohesive, culturally responsive, inquiry-based curriculum and lesson plans for highly capable students.
- Communicate and collaborate regularly with the grade level team as well as learning support specialist, counselor, division head, and parents about students' progress.
- Create a positive classroom culture that centers on our community values of respect and inclusivity.
- Regularly assess students' progress and provide appropriate feedback to students and their parents.
- Consistently communicate and document clear objectives for all learning activities to maintain accurate and complete records of students' progress and development in compliance with laws, school policies, and independent school regulations and accreditation standards.
- Write individualized narrative student evaluation reports twice during the academic school year (January and June).
- Attend school, department, team, and parent meetings.
- Participate in certain extracurricular events, such as admission events, overnight camps, and curriculum nights. This could include working some evenings and weekends.
- Maintain knowledge of and competency in relevant classroom technology.
- Be strictly vigilant about confidentiality, student health and safety.
- Other duties as assigned.

DESIRABLE SKILLS:

- Possess a high degree of cultural competency and demonstrated success in working with people from diverse backgrounds.
- Committed to continued professional growth and development in the areas of SEL, DEI, and teaching pedagogy.
- Empowered by a collaborative approach to working with a team of colleagues.
- Knowledgeable and appreciative of the developmental needs of elementary school students.
- Driven to teaching excellence with a firm grasp of teaching responsibilities and reflective about personal teaching practices.
- Positively supports the school's mission while managing the demands of curriculum and lesson planning, teaching, collaboration, and parent communications.

EDUCATION AND EXPERIENCE:

Studies have shown that people of historically marginalized backgrounds are less likely to apply for a position unless they believe they meet every listed requirement. Evergreen is most interested in finding the best candidate for this opportunity and encourages people to apply if they feel they meet most of the following qualifications:

- A Bachelor's degree in education required, Master's degree is a plus.
- A teaching certificate is preferred.
- 2-3 years of elementary teaching experience in a full-time lead teacher role.
- Experience working with highly capable learners preferred.
- Currently authorized to work in the United States for any employer. No sponsorship is available for this position.
- Must successfully complete a nationwide background check.



- Establishes a healthy rapport with students while motivating and facilitating students' growth and identity development.
- Able to communicate clearly, effectively, and comfortably with a diverse and inclusive independent school community including students, parents, and colleagues both inside and outside the classroom. English is the primary language of the school.
- Technologically inclined; utilizes education applications in the classroom.
- Respectfully maintains a high degree of confidentiality and integrity while exhibiting a professional manner and building constructive working relationships.
- Can report to work at the scheduled time and seldom be absent from work.
- Completes work in a timely, accurate, and thorough manner and is conscientious about assignments and deadlines.
- Comfortable using Microsoft Office Suite and Google Suite.

POSITION DETAILS:

This is an exempt, 1.0 FTE full-time, benefits eligible position for the 2024-2025 school year beginning August 22, 2024. This position follows a 10-month work schedule while paid over 12 months. The salary range for an Evergreen teacher position is \$65,145.00 to \$113,905.00 per year, depending on degree(s) and years of experience.



BENEFITS:

- School-paid medical and dental insurance and employee paid supplemental vision.
- School-paid Life, Accidental Death & Dismemberment and Long-Term Disability insurance plus an Employee Assistance Program.
- 403(b) Retirement Plan with a School match of up to 7% and immediate vesting.
- Flexible Savings Account and/or Health Savings Account.
- Commuter Assistance.
- Tuition Remission.
- Infant/toddler care is available on campus (availability limitations apply).
- Paid holidays and other paid leave.

HOW TO APPLY:

The Evergreen School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Primary Division Head, Michelle Harrison), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com.

Any applicant scheduled for an interview will be asked to submit a 500-word (max.) answer to the following question:

"At Evergreen, our mission calls us to "inspire highly capable, creative learners to lead with curiosity, compassion, and courage in a diverse and dynamic world. "Reflecting on your current or previous experiences, describe a time in which you moved diversity and inclusion efforts forward in that role. How did you approach this effort and what did you learn about yourself during this process?"

NOTICE OF NONDISCRIMINATION:

The Evergreen School strives to provide equal opportunity to all employees. The school's policy is not to discriminate in employment based on race, color, sex (including pregnancy), religion, creed, age, national origin, citizenship status, physical or mental disability, sexual orientation, gender identity, veteran or military status or any other status protected under applicable local, state or federal law. The School is committed to administering employment decisions, including hiring, promotions, compensation benefits, transfers, layoffs, return from layoffs, terminations, training, sabbaticals, tuition assistance and other programs, without regard to an employee's protected status.

