



# cedar hills

kindergarten & preschool

## PRESCHOOL VACANCY NOTICE

**POSITIONS:** Acorns Teacher: Tuesday, Thursdays AM classes for 2-year olds and Parents  
Sprouts Teacher: Tuesday, Thursdays, AM classes for 3-year olds  
Saplings Teacher: Monday, Wednesday, Friday, AM classes for 4-year olds  
Combinations available for Saplings & Acorns or Saplings & Sprouts

**START DATE:** August 1, 2027

### JOB DESCRIPTION:

The teacher is responsible for planning, implementing, and assessing a developmentally appropriate play-based curriculum, working with and planning for parent teachers in the classroom, parent orientation and assistance with continued parent education. The teacher will participate in ongoing training to facilitate change and growth in the school board meetings regarding the administration of the school, and will be expected to uphold the philosophy and values of cooperative schooling. This position provides meaningful work with creative freedom and great work-life balance.

### QUALIFICATIONS:

Training and/or experience in early childhood education. Associate degree in ECE, Bachelor/Masters Degree preferred. Current teaching license preferred. Excellent communication and strong organization skills. Ability to work positively and cooperatively with parents and teachers. Cooperative school experience, as a teacher or parent teacher, preferred.

### ADDITIONAL SCHOOL INFORMATION:

Cedar Hills Kindergarten and Preschool is a non-profit parent cooperative kindergarten and preschool. An elected parent board of directors administers the school. The school is a member of PCPO and has been operating in the same location since 1951.

Cedar Hills Kindergarten & Preschool shall observe the same holidays, some in-service days, and all closures due to weather as Beaverton School District #48; however, the school remains open on furlough days. The President or Teacher shall have the authority to close school if deemed necessary. School opens the day after Labor Day and closes the Thursday before Memorial Day. Teacher contracts are renewed annually.

CHKP is an equal opportunity employer and welcomes candidates from diverse backgrounds. Applicants will receive consideration for employment based on merit without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status, or any other basis prohibited by federal, state, or local law.

Class Size: Acorns 10 2-year olds with all parents each day  
Sprouts 16 3-year olds with 3 parent teachers  
Saplings 16 4-year olds with 3 parent teachers  
Classroom Hours: Acorns 9:05 to 11:05 AM  
Saplings and Sprouts 9:00 AM to 12:00 PM

In addition to classroom hours, there are four hours (Acorns) and five hours (each for Sprouts and Saplings) of non-instructional preparation time each week. The teachers are required to be in the classroom 30 minutes before and 30 minutes after each class.

#### **TEACHER RESPONSIBILITIES INCLUDE:**

- Conduct the equivalent of four sessions/20 hours of summer preparation for the 2027-2028 school year.
- Conduct visits for all incoming Sprouts and Saplings students during the summer of 2027 and as needed during the 2027-2028 school year. These will take place in-person at CHKP or virtually, at the discretion of the teacher.
- Serve on the Executive Committee and Governing Board and attend all Executive Board and Governing Board meetings.
- Set the classrooms in order prior to the opening of school.
- Organize and present classroom orientation for parents during the parent-teacher training meeting.
- Attend the three all-school meetings in September, January, and April.
- Conduct one class meeting as scheduled on the school calendar.
- Organize and present, along with the other teachers, Parent Information Night (PIN) in January.
- Provide a copy of your current first aid/CPR certification
- Comply with PCPO's recommended certifications (ex. child abuse prevention training every 2 years and having a Food Handlers Permit)
- Maintain Personal/Professional Liability Insurance either through a personal individual policy or through National Association for the Education of Young Children (NAEYC) membership.
- Hold parent-teacher conferences over two days in the fall and two days in the spring as scheduled on the Governing Board-approved calendar. There will be no class on these scheduled parent-teacher conference days.
- Conduct the equivalent of four sessions/20 hours for school pack-up after the last day of class.
- Act as an advisor on matters of equipment and supplies.
- Work with the Treasurer and other Teachers to keep planned classroom spending within the school's established budgets.
- Act as an advisor to the committee responsible for the parent education program.
- Ensure regular communication to classroom families (e.g., monthly classroom newsletters, bulletin board updates, in-school daily recap slideshows, etc.) about the happenings in and plans for the class.

#### **APPLICATION PROCESS:**

Please email your resume and cover letter to VP at [vicepresident@cedarhillskp.org](mailto:vicepresident@cedarhillskp.org)

The position will be open until filled.