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| Position Title: | Lower School Teacher |
| Date Modified: | February 2021 |
| FLSA Classification: | Exempt |
| Reports to: | Head of Lower School |
| Position Purpose: | Responsible for student instruction in grade 4. Creates lesson plans and instructs students in content areas such as literacy, STEAM, Spanish, music, art, drama, and mathematics. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research based instruction. |
| Work Hours: | 7:15 a.m. – 4:15 p.m. |
| Work Calendar: | School Year |
| PTO Designation: | Educator (<i>Blackout Dates May Apply</i>) |

Description

A Lower School Teacher will facilitate the growth of students in a student-centered, developmentally appropriate environment focusing on research-based, best practices following a differentiated, balanced approach and curriculum. While developing and maintaining positive relationships with students, parents, and faculty members, the lower school teacher will recognize and coach the social-emotional needs of each student.

Essential Functions and Tasks

- Serves as an Educator and works directly with the Head of Lower School to initiate, implement, and oversee the day-to-day programs for students at a particular grade level.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Assists administration with division long range planning, as well as the division's daily schedule and calendar.
- Routinely uses educational strategies and project based curriculum to bolster a student-centered, inquiry-based instructional design.
- Works collaboratively with the lower school administration, school specialists, and teacher colleagues to research curriculum best practice.
- Consistently provides a safe and joyful learning environment that integrates and assimilates the use of SEAL into daily student interaction.
- Participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.

- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner.
- Uses differentiated instruction and a social-emotional, academic approach to student engagement.
- Uses Portfolio assessments for each student and maintains assessment records per lower school guidelines. Uses report card and narrative summaries.
- Assists in maintaining grade-level web pages and/or SeeSaw app, following guidelines provided by administration.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, PS-12th grade.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset and to determine developmentally appropriate approaches for various groups of learners.
- Works closely with the technology specialist on the integration of technology throughout the curriculum.
- Assist in maintaining grade-level web pages following guidelines provided.
- Ensures lower school facilities are ready for the start of school each day.
- Knowledgeable about Senior Systems and/or other student management software.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director of head, including extracurricular.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the lower school classroom.
- Assists, as needed, in the recruitment and selection of new and replacement instructional and support faculty.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Well versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the lower school's policies and procedures.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in education; Master's degree preferred.

- A minimum of three years of teaching in an independent school environment preferred and excellent verbal and written communications skills.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach