



**Position Title:** Third and Fourth Grade Math/Science Teacher and Fourth Grade Homeroom Teacher

**Date Modified:** November 2022

**Reports To:** Head of Lower/Middle School

**Position Purpose:**

Responsible for student instruction in assigned lower school grade(s). Creates lesson plans; instructs students in content area while creating a well-rounded, comprehensive, differentiated instructional program that reflects best practice through inquiry and research-based instruction.

**Work Hours:** 7:15 a.m.–3:45 p.m.

**Work Calendar:** School Year (Blackout dates may apply)

**Description:**

The Third and Fourth Grade Math/Science 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. The Lower School math/science teacher will work collaboratively with the language arts/social studies teacher to meet the needs of the students in the classroom. This teacher will also serve as the Fourth Grade Homeroom teacher, communicating with parents and arranging events and details concerning fourth grade.

**Essential Expectations:**

- Shows commitment to the school's mission, purpose, leadership, and values.
- Plans and prepares thoughtfully.
- Is flexible and differentiates to foster engagement and serve all student needs.
- Demonstrates a commitment to inclusion, respect of individuality, and regard for dignity at all times.
- Promotes and contributes to a positive and collaborative atmosphere with colleagues, students, and families.
- Upholds professional standards of personal presentation, punctuality, integrity, courtesy, and discretion with students, colleagues, and parents.
- Demonstrates growth mindset by actively participating in and applying personal and professional growth opportunities.
- Professionally carries out responsibilities as defined in the signed job description.
- Is proficient with technology and demonstrates willingness to further develop technological skills, as applicable to position.
- Contributes to and facilitates a positive work culture.

## Primary Tasks:

- Adheres to all Faculty and Staff Essential Expectations; exhibits the Characteristics of Professional Excellence; and complies with the requirements outlined in the Physical Requirements and Work Environment section, below.
- Serves as an educator and works directly with the Head of Lower/Middle School to initiate, implement, and oversee daily programs for students at a particular grade level.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Well-versed in and adheres to school policies in all areas of student interaction.
- Supports the *Employee Handbook* and *School Handbook*, and assists with revisions and updates of the Lower School's policies and procedures when necessary.
- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Provides guidance to students; serves as student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, Head of Student Life and/or Counselor 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 to research curriculum best practice.
- Consistently provides a safe and positive learning environment that integrates and assimilates Responsive Classroom as an approach for behavior management and social-emotional learning.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner, documenting and reporting student progress as appropriate for the grade level taught.
- Develops and records weekly lesson plans in Planbook.
- Uses SeeSaw to capture student photos of classroom activities.
- Integrates technology where appropriate and useful in the curriculum.
- Ensures classroom facilities are ready for the start of school each day.
- Is knowledgeable about FACTS and/or other student management software.
- Completes various tasks related to the employee's ongoing goals and the school's strategic plan.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head, including extracurricular-related activities.
- Employee may be required to work remotely or engage in telework activity as determined at 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 by the employer's sole discretion.

**Qualifications:**

- Bachelor's degree in education or related field; master's degree preferred.
- Certified teacher required with a minimum of three years of teaching experience preferred.
- Excellent verbal and written communication skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with colleagues, parents, and students.

**Physical Requirements and Work Environment:**

- Occasionally, lifts up to 30 pounds.
- Climate controlled classroom/school environment with a wide variety of challenges and deadlines.
- Outdoor space in a wide variety of temperatures and weather.
- Is able to work in a fast-paced environment.
- May work at a desk and computer for an extended period of time.
- Is able to stoop, bend, kneel, stand, walk, and reach.