

Position Title:	Lower School Teacher
Date Modified:	February 2023
FLSA Classification:	Exempt
Reports to:	Head of Lower School
Position Purpose:	Responsible for student instruction. Creates lesson plans and instructs students in a content area. Creates a well-rounded, comprehensive instructional program that reflects best practices through inquiry and research-informed 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-informed, 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 nurture the social-emotional needs of each student.

Essential Functions and Tasks

- Serves as an educator and works directly with the division administration and grade-level team to initiate, implement, and oversee the day-to-day classroom experience for assigned grade-level students.
- Provides students with 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.
- Works collaboratively with the lower school administration, curriculum specialists, and teacher colleagues to implement, deliver, and refine the instructional program.
- Uses differentiated instruction and relevant instructional strategies to meet students' academic needs.
- Consistently provides a safe and joyful learning environment that builds age-appropriate social skills.
- Provides academic guidance to students; serves as a 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.
- Maintains classroom Seesaw communication, following guidelines provided by administration.

- Works cooperatively with administration and curriculum specialists to promote and enhance vertical alignment of curriculum, Primary School -12th grade.
- Implements student-centered assessments and reporting approaches, including maintaining assessment records, writing trimester narratives, writing mid-trimester progress reports, and utilizing portfolio assessments.
- Works cooperatively with administration, curriculum specialists, and faculty to promote a positive work environment based on a growth mindset and to determine developmentally appropriate approaches for various groups of learners.
- Maintains congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the lower school classroom.
- Assessed through the Professional Growth and Evaluation Program and willingly takes part in professional growth opportunities.
- Completes various tasks related to the employee's yearly goals and the school's long-range and strategic Financial Plan.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- 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.
- Performs other tasks and duties as assigned by the Head of School and/or supervisor.
- 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 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 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.