



Position Title:	Lower School Substitute Religion Teacher
Date Modified:	October 2023
FLSA Classification:	Exempt
Reports to:	Head of Lower School
Position Purpose:	Responsible for religious instruction and chapel connection in grades K-4. Implement current unit plans and enhance unit plans for all lower school religion classes.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	January 8, 2024- April 5, 2024
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Lower School substitute religion teacher will facilitate a dynamic and challenging religion program for all K-4 learners and support the school's religion curriculum alignment. The Lower School substitute religion teacher, in collaboration with the Chaplains, Head of Curriculum and Instruction, and Lower School administration, provides opportunities to acquire foundational knowledge and skills and ignite a passion for biblical learning. This person will foster and nurture the teachings and values of the Christian faith within the Anglican tradition and will also recognize and embrace the diversity of beliefs and practices in the St. Francis Episcopal School community.

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 in the Lower School.
- Provides a supportive, orderly, and interactive classroom environment where all students feel engaged and welcomed.
- Utilizes curriculum and assessments to implement a developmentally appropriate instructional program for diverse learners.
- Uses differentiated instruction and a social-emotional approach to student engagement.
- Uses portfolio assessments for each student and maintains assessment records per lower school guidelines. Uses report cards and narrative summaries.
- Works as a team player assisting co-workers, divisions, and departments as needed by the School.
- Well-versed with and adheres to school policies in all areas of student interaction.

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- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Communicates with parents, administrators, student services, and chaplains concerning the emotional and physical well-being of students.
- Follows the planning expectations of the lower school and implements engaging academic experiences for all students.
- Works collaboratively with the lower school administration, school specialists, and teacher colleagues to implement curriculum best practices.
- Consistently provides a safe and joyful learning environment that integrates and assimilates the Responsive Classroom framework into daily student interaction.
- Participates in student-centered assessment and reporting approaches, including writing narratives and creating student portfolios.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Knowledgeable about school data management systems and/or other student management software.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director, including extracurricular.
- 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 (preferred), religion, or related field
- Excellent verbal and written communication skills.
- A minimum of three years of teaching is preferred.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with faculty, administrators, operations staff, colleagues, parents, and students.
- Training and/or experience in social-emotional learning/instruction preferred.
- Experience in researching instructional practices, specifically pertaining to mind, brain, and education history research.

Physical Requirements and Work Environment

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- Climate-controlled classroom/school environment with a wide variety of challenges, and deadlines.
- Ability to work outdoors in a wide range of temperatures and weather.
- Occasionally lift up to 30 pounds.
- Visual acuity, both near and far.
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Stooping, bending, kneeling, standing, walking, reaching.