

<b>Position Title:</b>	<b>Second Grade Teacher, ELA &amp; Social Studies</b>
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Head of Lower School
<b>Position Purpose:</b>	The second-grade humanities teacher will support literacy and language learning in a student-centered, inquiry-based, and differentiated learning environment.
<b>Work Hours:</b>	7:30 a.m. – 4:00 p.m.
<b>Work Calendar:</b>	School Year

### **Description**

The second-grade Humanities teacher will support literacy and language learning in a student-centered, inquiry-based, and differentiated learning environment. The teacher will teach reading and writing strategies and skills via a workshop model and then support student learning through facilitated small-group lessons and independent conferences. This teacher will also create engaging lessons that focus on continents, biomes, communities, and the buying and selling of goods. These lessons will integrate reading and writing, while also incorporating a significant amount of inquiry and research. The second-grade Humanities teacher will work collaboratively with the other members of the 2nd-grade team as well as Lower School specialists and administration to facilitate students' academic and social-emotional growth, all while fostering skills critical for lifelong learning, including curiosity, creativity, cooperation, responsibility, and resilience.

### **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.
- 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 utilizes the
- Responsive Classroom approach.
- 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 cards and narrative summaries.
- Assists in maintaining grade-level SeeSaw app, following guidelines provided by administration.
- Works cooperatively with administration and curriculum coordinator to promote and enhance vertical alignment of curriculum, PS-12<sup>th</sup> 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 teammates, administration, director of institutional education, and other specialists on the integration of technology throughout the curriculum.
- Knowledgeable about Veracross integration.
- 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 congruence 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.
- 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.
- Is assessed through the Professional Growth and Evaluation Program.

## Second Grade ELA & Social Studies Teacher

- 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.
- Employees 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 is preferred.
- 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.