

Position Title:	Primary School Faculty, Part-Time (MWF)
FLSA Classification:	Exempt
Reports to:	Head of Primary School
Position Purpose:	Responsible for student instruction in grades Pre-Primary through Primary II (2-5 years of age). Teaches division-specific curriculum which includes student-driven project work and Rice Early Literacy within a Reggio-inspired environment. Creates a well-rounded, comprehensive instructional program that reflects best practices through inquiry and research-based instruction.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	School Year

Description

The Primary School Faculty will facilitate the growth of students in a student-centered, developmentally appropriate Reggio-inspired environment focusing on research-based, best practices that follow a differentiated, balanced approach and curriculum. The Primary School Faculty will demonstrate an understanding of the developmental stages and needs of young children and support them in a gentle and nurturing manner. While developing and maintaining positive relationships with students, parents, and faculty members, the Primary School Faculty will recognize and support the social-emotional needs of each student.

Essential Functions and Tasks

- Serves as an educator and works directly with the teaching assistant/teaching fellow, Head of Primary School, and Assistant Head of Primary 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.
- Provides a safe and joyful learning environment rooted in the Reggio-inspired approach and fueled by student interests.
- Implements developmentally appropriate literacy and math practices.
- Provides engaging differentiated instruction that meets students' social-emotional and cognitive needs.
- Utilizes assessments to track the growth of every learner.
- Uses observational notes, documentation, and assessment data to write student narratives and assemble portfolios.
- 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 chaplains concerning the emotional and physical well-being of students within the classroom.
- Works collaboratively with the Primary School administration, school specialists, and teacher colleagues to research curriculum best practices, ensure vertical alignment, encourage cross-divisional collaboration, and employ a growth mindset.

- Knowledgeable about school data management systems and/or other student management software.
- Is assessed through the Professional Growth and Evaluation Program and enthusiastically takes part in professional development opportunities.
- Completes various tasks related to the employee's yearly goals and the school's long-range and strategic financial plan.
- Assists administration with division long-range planning, the division's daily schedule and calendar, and hiring of new and replacement faculty, as needed.
- Maintains congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Primary School classroom.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the Primary School's policies and procedures.
- 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.
- Performs other tasks and duties as assigned by the Head of School and the Head of Primary School, including extracurricular activities.
- Employees 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.
- A minimum of three years of teaching in an independent school environment is preferred.
- Excellent verbal and written communication skills; demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.
- Reggio-inspired or Project Approach experience preferred.

Physical Requirements and Work Environment

- Eagerness to work in an environment with various challenges and deadlines.
- Ability to work in a climate-controlled classroom and outdoors in a wide range of temperatures and weather.
- 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.
- Occasionally lift up to 30 pounds.
- Frequent stooping, bending, kneeling, standing, walking, reaching.