



Christ Church Day School  
Position Description  
Lead Grade Level Teacher

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**Position:** Lead Grade Level Teacher

**Reports to:** Head of School

**Scheduled Work Hours:** Daily hours of work are from 7:45am to 3:30pm. Classrooms must be open and ready to welcome students at 7:45 am. Instructional day officially begins for students at 7:55am and ends at 2:55pm.

**Classification:** Full time- exempt

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**Position Overview:**

The lead grade level teacher will engage students to reason, create, serve and lead in a nurturing, inclusive Episcopal learning community. The teacher will be responsible for supporting students in a quality learning environment which meets the developmental and individual needs of students and encourages their full potential. To develop that potential, we believe students should become lifelong learners and should acquire a strong foundation of Christian ethics. The teacher will possess or demonstrate the following: a growth-mindset, emotional intelligence, self-motivation, positive energy, strong interpersonal skills, a service-oriented and team approach to work, approachability, adaptability, vulnerability, openness to new and divergent ideas, excellent oral and written communication skills, and comfort in an educational setting where children and adults are present.

**Essential Expectations:**

- Embody and support the Christ Church Day School mission, vision and core virtues consistently in actions and words, with all community members.
- Establish and maintain a student-centered learning environment that is nurturing, inclusive, safe and organized.
- Develop, document and deliver lesson plans that are grounded in current best practices and provide an enriched and developmentally appropriate academic experience for students.
- Differentiate and adapt instructional practices to meet the needs of a wide variety of individual learners.
- Develop and implement informal and formal assessment tools to measure and monitor students' progress.
- Collaborate and communicate with students, parents/guardians, and colleagues through timely and positive cycles of feedback.
- Attend and actively participate in faculty and staff meetings to discuss curricular and co-curricular offerings, student learning needs, and other community events and topics.
- Demonstrate a commitment to life-long learning through participation in professional growth opportunities provided by school and/or self-selected.



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**Additional Duties:**

- Maintain accurate student records in the school's information management system, including daily attendance.
- Write and share a weekly classroom newsletter that includes information about academic learning, special events and projects, and important announcements and calendar items.
- Develop and implement student support plans when needed to address concerns and challenges.
- Support and attend school activities including Back to School Picnic and Parent Night, Conference Days, Day School Sunday, and other events as scheduled.
- Organize and facilitate field trips that will enhance the curriculum.
- Host student visitors as part of the admissions process and provide feedback on the visit day.
- Ensure all technology and electronics are properly maintained and stored.
- Review and participate in safety drills and have emergency plans and bag ready.
- Complete all aspects of the faculty growth and evaluation process as outlined in the CCDS Faculty and Staff Handbook.
- Attend team retreat prior to the start of the school year.
- Review and align with all operating policies and procedures in the Christ Church Employee Handbook and CCDS Faculty and Staff Handbook.
- Support strategic planning goals identified in the WASC Action Plan as requested by the Head of School.
- Perform other duties of an adjunct nature, which are necessary to smooth operation of the school as needed.