



<b>Position Title:</b>	<b>Lower School Teacher</b>
<b>Date Modified:</b>	December 2018
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Head of Lower School
<b>Position Purpose:</b>	Responsible for student instruction in grades grades K-4. Creates lesson plans and instructs students in content areas such as literacy, STEAM, Spanish, music, art, drama, and mathematics. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research based instruction.
<b>Work Hours:</b>	7:15 a.m. – 4:15 p.m.
<b>Work Calendar:</b>	School Year
<b>PTO Designation:</b>	Educator ( <i>Blackout Dates May Apply</i> )

### **Description**

A Lower School Classroom Teacher will facilitate the growth of students in a student-centered, developmentally appropriate environment focusing on research-based, 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 coach the social-emotional needs of each student.

### **Essential Functions**

- 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.
- 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.
- 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.
- Assists administration with division long range planning, as well as the division's daily schedule and calendar.

- 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 assimilates the use of SEAL into daily student interaction.
- A professional who participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- Maintains congruency 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.
- Exhibits the behaviors described in the *Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence* and complies with *Physical Requirements and Work Environment*.
- Is assessed through the *Professional Growth and Evaluation Program*.

### **Essential Tasks**

- 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 card and narrative summaries.
- Assists in maintaining grade-level web pages and/or SeeSaw app, following guidelines provided by administration.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, K-8<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 the technology specialist on the integration of technology throughout the curriculum.
- Assist in maintaining grade-level web pages following guidelines provided.
- Ensures lower school facilities are ready for the start of school each day.
- Knowledgeable about *Senior Systems* and/or other student management software.
- 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.

**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 up to 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