

Position Title:	Lower School Visual Arts Teacher (Grades K-4)
Date Modified:	September 2021
FLSA Classification:	Exempt
Reports to:	Director of Fine Arts
Position Purpose:	Responsible for student instruction in grades grades K-4. Creates lesson plans and instructs students in visual arts.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Lower School Visual Arts Teacher will facilitate students in the exploration and discovery of many different art venues. Students will be introduced to famous artists, styles, and movements in art history, and skills will be developed using different media and tools. The art experience will be enhanced as it collaborates with drama, STEAM, religion, music and homeroom classes. Using their imaginations and creativity to solve problems, the students will develop into 21st century critical thinkers. 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.
- 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 in the recruitment and selection of new and replacement instructional and support faculty when needed
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- 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.
- Other duties as assigned by the Head of School.
- 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 technology specialist and administration.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, K-8th grade.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Works closely with the technology specialist on the integration of technology throughout the curriculum.
- 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.
- Employee 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 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

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- 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