



<b>Position Title:</b>	<b>Primary School Teacher</b>
<b>Date Modified:</b>	December 2018
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Head of Primary School
<b>Position Purpose:</b>	Responsible for student instruction in grades Pre-Primary through Primary II. 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 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 (Blackout Dates May Apply)

### **Description**

A Primary School Classroom Teacher will facilitate the growth of students in a student-centered, developmentally appropriate Reggio Emilia inspired environment focusing on research-based, best practices that follow a differentiated, balanced approach and curriculum. The primary school teacher 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 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 Primary 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 primary school classroom.
- Assists 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.
- 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 primary 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 primary school administration, school specialists and teacher colleagues to research curriculum best practice.
- Consistently provides a safe and joyful learning environment into daily student interaction.
- A professional who participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- 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 and to promote instructional program and growth for every learner..
- Uses differentiated Instruction and a social-emotional approach to student engagement.
- Uses Portfolio assessments for each student and maintains assessment records and documentation per primary school guidelines. Uses conference reports and narrative summaries.
- Assists in maintaining grade-level web pages following guidelines provided by technology specialist.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, PS - 8<sup>th</sup> 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.
- Identifies students that would benefit from the Dan Duncan Reading program (Primary II).
- Ensures primary 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 or 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**

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- Ability to work outdoors in a wide range of temperatures and weather
- 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, jumping