



**Job Title:** Elementary Education teacher

**Reports to:** Director of Lower School and Head of School

**Primary Purpose:**

To serve as an educator who loves to share knowledge in a way that motivates young students and influences their lives through a Christian worldview. Our college-preparatory school offers an intellectually stimulating, creative and inclusive environment designed to give teachers the freedom they need to innovate and prepare students.

**Qualifications:**

Minimum of Bachelor's degree in Elementary Education from an accredited college or university  
Willingness to obtain ACSI certification  
Regular attending member of evangelical church and credible relationship with Jesus Christ

**Special Knowledge/Skills:**

Strong oral and written communication and interpersonal skills  
Able to work collaboratively and flexibly with others  
Confident talking with young students in small and large groups  
Comfortable implementing school procedures and managing classrooms with diverse students  
Knowledgeable about progress indicators  
Patient and resourceful  
Consistent and present

**Experience:**

At least one year of teaching experience preferred

**Major Responsibilities and Duties:**

- Plan and deliver lessons utilizing creative and engaging techniques that reach students
- Prepare academic materials, including homework assignments, syllabi and instructional handouts
- Communicate weekly with parents on the upcoming week's activities
- Facilitate classroom discussions and encourage the participation of all students
- Monitoring progress and adapting lesson plans to meet students' needs
- Assess individual strengths, weaknesses, and opportunities of each student, addressing issues as needed
- Communicate student progress on quarterly report cards
- Uphold clearly communicated rules and behavior expectations for a disciplined and inclusive classroom setting

- Communicate with parents when necessary regarding noteworthy achievements, academic challenges, special considerations or concerns you feel their child needs to succeed
  
- Recommend policies to improve program.
- Accompany and supervise students on field trips.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Establish and maintain open communication by conducting conferences with parents, students, Head of School, and teachers.
- Maintain professional relationship with colleagues, students, parents, and community members.
- Maintain confidentiality.
  - Other duties as assigned by Director of Lower School or Head of School.
- Inventory materials and textbooks at the end of the year.
- Pack up all books and materials at the end of the school year.
- Place all classroom books and materials in the classroom closet.
- Write and/or maintain curriculum maps annually
- Attend special school events such as the Christmas Concert, Muffins with Mom, End-of-the-Year Program, Field Day at the end of May, etc.

Job Type: Full-time