

**Title:** 4<sup>th</sup>Grade STEM Teacher  
**Classification:** Salary; Exempt

**Status:** Full-time; 9.5 months  
**Reports to:** Lower School Division Head

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### JOB SUMMARY

The 4<sup>th</sup> Grade STEM Teacher is a full time, 9.5-month position with the responsibility to develop and execute teaching plans for the STEM block of 4th grade, serve as the math and science instructor, develop social and emotional growth of young children, and communicate with students and parents to meet subject objectives. He/she will work closely with the other 4<sup>th</sup> Grade STEM teacher to develop units for science and math that incorporate engineering and technology.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

- Work and plan collaboratively with teaching team.
  - Differentiate instruction for students based on ability and/or interest
  - Create lessons and projects that promote student collaboration.
  - Design and adapt lessons for integrated science, technology, engineering and math experiences.
  - Prepare hands-on, inquiry-based activities for students.
  - Act as the advisor for one class of students and be the point person for communication with the parents of those students
  - Conduct conferences with parents at scheduled intervals and on an as-needed basis.
  - Manage and monitor student learning.
  - Perform assigned duties such as carpool, lunch, and recess duties.
  - Coordinate and collaborate with other instructors and administration to develop the total child.
  - Adhere to Parish Episcopal “Characteristics of Effective Teaching”.
  - Promote the school’s statement of mission and philosophy.
  - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings as needed
  - Attends School Functions as needed
  - Attends Lower School Division and STEM Departmental Meetings
  - Attends Chapel
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### SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

### Education and Experience:

- A Bachelor's degree is required.
- Familiarity with the engineering and design process, project-based learning, technology integration, and guided math/math workshop is desirable. Experience working with a wide range of learning differences in an academic setting
- Computer proficiency, including MS Word, MS Excel, collaboration software and Google suite.
- Ability to use basic office equipment

### Job Knowledge, Skills, and Abilities:

- The candidate must possess a creative, energetic, and innovative spirit
- He/she must be self-motivated and be willing to participate in ongoing professional development and independent learning to meet the necessary demands of the position
- Candidate must have excellent communication and organizational skills.
- The candidate must demonstrate enthusiasm, commitment, and dedication to the continued development of the STEM initiative at Parish
- Discretion and mature judgment in handling sensitive and confidential information
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
- Demonstrate initiative and facilitative skills
- Contribute positively to employee moral; maintain a positive, pleasant demeanor to all constituencies
- Exceptional oral and written communication skills
- Flexibility in a dynamic environment
- Well organized and able to manage details efficiently
- High energy level paired with an accompanying sense of urgency
- An accessible and approachable people person with a good sense of humor
- Self-confident and secure in one's achievements without seeking or requiring recognition
- Responds well to criticism and deals successfully with challenging people and circumstances
- Ability to work both independently and with supervision

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## WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

### Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults;
- Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy

- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

### Physical Requirements:

- Seeing
- Color Perception
- Hearing

- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres

- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds

- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

**Mental Requirements:**

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills

- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

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*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

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Qualified candidates should send a cover letter and resume' to [employment@parishepiscopal.org](mailto:employment@parishepiscopal.org)

May 2019