



Job Description: 1st Grade School Teacher

Position Title	Department	Reports to
1 st Grade Elementary School Teacher		Head of School
Employment Status	FLSA Status	Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time	☐ Non-Exempt ☒ Exempt	August 1, 2019

OVERVIEW OF WOODLAND SCHOOL

Located just west of Stanford University, Woodland is an independent day school that offers a joyful approach to learning in a diverse, respectful, and inclusive environment for approximately 300 students in early childhood through eighth-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

Woodland School specializes in education that inspires students by nurturing each individual's voice, intellect, and character. With rich content and an emphasis on inquiry-based and student-driven projects, students are empowered and encouraged to be active and engaged learners.

Our students' innate sense of wonder is the foundation of learning at Woodland School. Teachers craft meaningful, multisensory learning experiences which enable creativity, ingenuity, and deep interdisciplinary connections. Students explore and develop complex understandings that engender a sense of self and purpose in the world.

Woodland School's faculty create a school environment that is as supportive and nurturing as it is challenging, and they embody the core values of the school—stewardship, integrity, curiosity, resilience, equity, and respect. Our teachers apply best practices through collaboration, integrated curriculum, brain-based teaching and learning methods, and continued professional development. Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by connecting them to the best practices in pedagogy, curriculum development, educational technology, and student assessment.

Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

POSITION OVERVIEW

Responsible for instructing students in an elementary school by creating lesson plans, administering praise and constructive criticism, instructing students on subjects such as science, literature, and math. Create a well-rounded, comprehensive instructional program.

POSITION SPECIFICS

1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
2. Observe and evaluate students' performance, behavior, social development, and physical health.
3. Prepare materials and classrooms for class activities.
4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
5. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
6. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
7. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
8. Assign and grade class work and homework.
9. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
10. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
11. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
12. Guide and counsel students with adjustment and/or academic problems, or special academic interests.
13. Prepare and implement remedial programs for students requiring extra help.
14. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
15. Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
16. Enforce administration policies and rules governing students.
17. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
18. Meet with other professionals to discuss individual students' needs and progress.
19. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
20. Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
21. Collaborate with other teachers and administrators in the development, evaluation, and revision of elementary school programs.
22. Prepare reports on students and activities as required by administration.
23. Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
24. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.
25. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
26. Attend staff meetings, and serve on committees as required.
27. Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
28. Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
29. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
30. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

We seek a dynamic teacher who inspires students and who works collaboratively and creatively with colleagues in various curricular areas and divisions. Candidates should be passionate about teaching and have a love for the students.

- Bachelor's degree, a teaching certificate or credential or equivalent professional experience which would translate to successful classroom teaching. Advanced degree preferred but not required.
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents.
- Excellent verbal and written communication skills are required.
- Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment and instructional strategies.
- Promotes the use of multiple methods in solving problems, identifying more efficient strategies and generalizing principles to a broad variety of applications.
- Encourages collaborative teamwork in the classroom, teaching students to communicate effectively and thoughtfully, justify their reasoning and to consider multiple perspectives when solving problems.
- Invests in the life of the school by participating in the advisory program, social and emotional learning, weekly department meetings and multidisciplinary team meetings, anti-bias training, and any and all aspects that support the student experience.
- Demonstrated professional behavior, including discretion, judgment and integrity.
- Effectively interacts with a diverse population of students and faculty.
- All prospective employees must be able to clear a background check, LiveScan fingerprinting and TB screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The position can be physically demanding. Reasonable accommodations may be made if requested in advance.

HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for a minimum of three references. Please combine all documents into a single PDF and send to HR@woodland-school.org.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

www.woodland-school.org