

Preschool/Lower School Teacher (Full-Time)

The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

The Academy of the Sacred Heart is seeking a Preschool/Lower School teacher. The Preschool/Lower School Teacher, as a faculty member, is directly accountable to the Preschool & Lower School Division Head. S(he) works with the Division Head, Dean of Students, students and parents to ensure that the spirit and the life of the school reflect the *Goals and Criteria* of Sacred Heart education. S(he):

- Understands, embraces and implements the school's mission and philosophy as written in the *Goals and Criteria*; participates in the Christ-centered life of the school; and models the school's philosophy in working with students, parents, colleagues and administration.
- Works with the Division Head to execute responsibilities relating to the academic program: curriculum development and implementation, classroom management, student evaluation, grade reporting and parent communication, and to execute responsibilities as outlined by the Division Head/Dean of Students and Department Chairs, which contribute to smooth department functioning.
- Works with the Division Head to execute responsibilities relating to student life programs, student discipline and facility use.
- Works with the Pre/Lower School Counselor and Learning Specialist to aid students in achieving the maximum development and growth, both within and beyond the classroom, achieved through observation of students' behavior and needs, consultation with the Counselor, Learning Specialist, Division Head and other professionals, when indicated.
- Attends and participates in the following: chapels, liturgical functions, retreats, faculty/department/in-service meetings, assemblies, parent assemblies, conferences and other school functions, as requested.
- Maintains professional currency by yearly participation in the professional development program (which includes opportunities for attendance at conferences, workshops and educational meetings, and for advanced degree coursework) and by regular reading of educational journals and discipline-related materials.
- Maintains professional currency by ensuring professional certification and actively participating in the professional development program (which includes opportunities for attendance at conferences, workshops and educational meetings, and for advanced degree coursework), and by regular reading of educational journals and discipline-related materials.

- Anticipates potential absences, due to illness, family, professional development, etc., and prepares work accordingly, notifying the Division Head in a timely fashion, in order that substitutes are called as needed.
- Agrees to fulfill the terms of the contract of employment.

Preferred Qualifications

- Certification in Elementary Education
- A master's degree in Elementary Education
- At least two years of teaching experience in a Preschool/Lower School classroom (Prek-4th grade)
- Experience with Lucy Calkins' Reading and Writing Workshops and Fountas and Pinnell's Guided Reading approach
- Experience with Singapore Math instruction and pedagogy
- Demonstrated ability with differentiating instruction in a heterogeneous classroom
- Well-versed in educational technology that will enhance instruction

Application Process

Applicants should submit the following to www.ashrosary.org/careers.

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses and telephone numbers of three references from current and/or former direct supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.