

Position Title: Teacher
Date Modified: February 2021
FLSA Classification: Exempt
Position Reports to: Division Head, Department Chair and Academic Dean
Position Purpose: To educate students through an integrated approach to learning and living based on an awareness of good educational practice, subject matter, culture and human development.

Essential Functions:

General

- Must demonstrate and support the School's *Mission*.
- Must have the ability to get along with and deal effectively with all school personnel and school families, as well as the larger business and educational community.
- Willingness to perform in a manner that reflects positively on Saint Edward's School.
- As a member of the SES team, perform all other duties as requested by the Head of School or other Administrators.

Teaching Duties

- Act as a positive role model and able to support the Judeo-Christian values of the School. The teacher plans and implements instructional programs and activities that further the philosophy, mission and goals of Saint Edwards School. The teacher insures that the classroom atmosphere fosters knowledge development, moral development, emotional development and development of leadership skills.
- Act as an advisor and advocate for all students, but particularly for a finite group that will be assigned to you.
- Act as the planner of learning who chooses and organizes instructional materials. The teacher adapts methods and materials to accommodate learner differences. He/she plans for both long-term and short-term instructional goals.
- Act as the director of learning who prepares students to learn by presenting a clear description of the learning task and its content. The teacher instructs students, monitors student understanding and re-teaches when necessary. The teacher gives assignments that are appropriate, reasonable and academically sound. The teacher establishes and maintains student involvement in the learning process.
- Act as an evaluator who assesses student progress through the interpretation of test data and the monitoring of classroom performance. The teacher will utilize this information to improve the quality of instruction. The teacher maintains accurate and current individual records of the student's academic progress and shares this information with both the student and his/her parents.
- Act as a classroom manager who creates and maintains a classroom environment conducive to learning. The teacher establishes and maintains appropriate student behavior and demonstrates an ability to resolve conflict effectively.
- Act as a communicator who establishes and maintains written and oral communication with the school administration, fellow faculty members, parents and students. The teacher provides frequent and effective feedback concerning attainment of learning goals to students, parents, and administration.
- Act as a professional educator who is committed to improving his/her educational skills and knowledge. The teacher should take a leadership role in improving education and to performing his/her professional responsibilities efficiently.
- Sponsor, lead, or participate in co-curricular and/or extracurricular student programs.
- Perform all duties as outlined in the Faculty Manual and in his/her professional contract.

Preferred Qualifications:

- Must hold a Bachelor's degree from an accredited college or university.
- Early childhood and elementary teachers shall have a degree in primary or elementary education or a related appropriate field.
- Secondary teachers shall have a minimum of 24 credit hours from an accredited college or university in their major teaching field.

- Must be able to function in a technology rich classroom, which may include – but not limited to – laptop/LCD/Apple TV and iPads.

Physical Requirements and Work Environment

- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate controlled classroom environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.