



Position Title:	Lower School Teacher
Position Status:	Full-time
FSLA Classification:	Exempt
Reports to:	Head of Lower School

### **Position Purpose:**

Under general supervision, teaches all homeroom elementary subjects: reading, writing, handwriting, spelling/grammar, math, social studies, etc. by following , adapting, and developing curricula as appropriate. Partners with families, colleagues, and administration to build positive relationships with all children in the classroom in order to foster student success and bring the School's mission to life.

### **Essential Functions**

- Teaches Lower School students academic and social-emotional skills.
- Builds and maintains collaborative working relationships with colleagues.
- Prepares course objectives and outlines course of study following curriculum guidelines and any school requirements as mentioned in the mission statement.
- Demonstrates, models, and designs learning experiences to present subject matter to class.
- Integrates technology in student learning experiences.
- Prepares, administers, and corrects tests and records results.
- Tailors instruction to meet the needs of students.
- Provides students with a variety of formats to demonstrate skill mastery.
- Provides timely feedback on students' progress toward skill mastery.
- Teaches rules of conduct and creates a warm and welcoming learning environment.
- Maintains order in the classroom and throughout common areas of the campus, including the playground.
- Counsels pupils when adjustment and academic problems arise.
- Discusses pupils' academic and behavioral attitudes and achievements with parents on a consistent basis.
- Keeps attendance and records of students' progress.
- May coordinate field trips.
- May evaluate prospective students for admission.
- Initiates continued professional development experiences.
- Assumes other job-related duties assigned by the division head.

### **Qualifications**

- Excellent communication, both oral and written.
- Ability to develop and implement curriculum, assessments, and utilize teaching methodologies/best practices.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of content, curriculum, methods, materials, and equipment for elementary education.
- Ability to provide/facilitate activities for children that encourage healthy growth.
- Knowledge of applicable safety procedures.
- Ability to provide a supportive and caring environment for children.
- Ability to exercise control and maintain classroom discipline.
- Knowledge of child development theory and practice.
- Ability to develop and present educational programs and/or workshops.
- Ability to persuade and influence others.
- Records-maintenance skills.
- Ability to learn and adapt to new technologies used for internal communication and enhancement of curriculum.
- Comfortable with a team-based work structure; ability to demonstrate flexibility on the job.
- Demonstrates initiative, is conscientious, and provides complete follow-through on areas of responsibility.
- At minimum, a bachelor's degree in education, elementary education, or equivalent.
- At least three years of experience working with young children.

**Physical Requirements and Work Environment**

- Be able to occasionally lift up to 50 lbs.
- Regularly use close and distance vision.
- Frequently stand and talk or hear and sometimes walk and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional climate-controlled classroom environment with moderate noise level.

**Application Procedures**

Interested candidates, please **e-mail** a cover letter, resume, statement of education philosophy, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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