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**Title:** Lower School Teacher  
**Classification:** Salary; Exempt

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

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### JOB SUMMARY

The Lower School Teacher position is a full-time 9.5-month position and reports directly to the Head of Lower School. Major responsibilities of the position are to develop and execute teaching plans for assigned grade and subject(s), develop social and emotional growth of young children, and communicate with students and parents to meet subject objectives. This position is for a lead teacher in an elementary classroom, grade K-4. Final grade level assignment to be determined.

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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.
  - Plan and execute developmentally appropriate lessons to meet subject objectives.
  - Differentiate instruction for students based on ability and/or interest.
  - Utilize flexible small groups and individual student conferences to personalize instruction.
  - Create lessons and projects that promote student collaboration.
  - Develop centers/workstations for literacy, math, and/or science concepts.
  - Implement our IMPACT curriculum which focuses on habits of work and mindfulness.
  - Familiarity with Daily 5/Daily 3, reading and writing workshop, and/or guided math is desirable.
  - Familiarity and comfort using Seesaw, Google Classroom, and other digital tools.
  - 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.
  - Assist with extra-curricular activities and duties as assigned.
  - 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.
  - Perform assigned duties such as carpool, lunch, and recess duties.
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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
  - Attends Chapel
  - Attends Division Meetings
  - Attends Department & Team Meeting
  - Attends school events such as Lower School Night, Admission Open House, Field Trips/Class Trips
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### QUALIFICATIONS

#### Education and Experience:

- Bachelor's Degree; relevant Master's Degree preferred

- 3-5 years' teaching experience

**Job Knowledge, Skills, and Abilities:**

Candidate must have knowledge and experience in using a hands-on, active approach to teaching and learning with elementary students. Candidate must have a command of the subject matter and the developmental needs of elementary age children. 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 Parish initiatives.

**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 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

*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.*