

---

**Title:** 4<sup>th</sup> Grade Humanities Teacher  
**Classification:** Salary; Exempt

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

---

#### JOB SUMMARY

The 4th Grade Humanities Teacher is a full time, 9.5-month position with the responsibility to develop and execute lesson plans for the Humanities block of 4th grade, develop social and emotional growth of young children, and communicate with students and parents to meet subject objectives. He/she will work closely with the other 4th Grade Humanities teacher to develop units for language arts and social studies.

---

#### 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.*

- Design and adapt lessons for integrated reading, writing, and social studies experiences.
  - Work and plan collaboratively with the teaching team.
  - 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 concepts.
  - Implement our IMPACT curriculum which focuses on habits of work and mindfulness.
  - Manage and monitor student learning.
  - 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.
  - Perform assigned duties such as carpool, lunch, and recess duties.
  - Adhere to Parish Episcopal "Characteristics of Effective Teaching."
  - Promote the school's statement of mission and philosophy.
  - Demonstrate enthusiasm, commitment, and dedication to the continued development of Parish initiatives.
  - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
- 

#### 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 Meetings
  - Attends school events
- 

#### SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

---

## QUALIFICATIONS

### Education and Experience:

- A Bachelor's Degree is required
- 3-5 years teaching experience

### Job Knowledge, Skills, and Abilities:

- Knowledge and experience in using a hands-on and inquiry-based approach to teaching and learning with upper elementary students.
- Familiarity with guided reading, writing workshop, Lucy Calkins Units of Study for Writing and Reading, the Daily 5, Wilson Foundations, and project-based learning is desirable.
- Computer proficiency, including MS Word, MS Excel, collaboration software and Google Suite
- Ability to use basic office equipment
- Creative, energetic, and innovative spirit
- Ability to work both independently and with supervision
- Self-motivated and be willing to participate in ongoing professional development and independent learning to meet the necessary demands of the position
- Excellent communication and organizational skills
- Discretion and mature judgment in handling sensitive and confidential information
- Adept at problem-solving, including being able to identify issues and resolve problems in a timely manner
- Dependable, able to follow instructions, respond to management direction, and improve performance through management feedback
- Demonstrates initiative and facilitative skills
- Contribute positively to employee moral; maintain a positive, pleasant demeanor to all constituencies
- Exceptional oral and written communication skills
- Flexibility in a dynamic environment
- Well organized and able to manage details efficiently
- High energy level paired with an accompanying sense of urgency
- An accessible and approachable people person with a good sense of humor
- Self-confident and secure in one's achievements without seeking or requiring recognition
- Responds well to criticism and deals successfully with challenging people and circumstances

---

### 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 a 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

- 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

- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 25 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

#### Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex

Evening and/or Weekend

Commitment – Heavy

Inside

Outside

Works with Others

Works Alone

Extreme Heat

Extreme Cold

Noise

**Physical Requirements:**

Seeing

Color Perception

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 - 25 pounds

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.*

---

Qualified candidates should send a cover letter and resume' to [employment@parish.org](mailto:employment@parish.org)

March 2022