

## **JOB DESCRIPTION & REQUIREMENTS**

Primary Purpose: To provide instruction that is attentive to individual student's academic, social and emotional needs in the elementary school setting.

1. Establish and maintain a positive learning environment that reflects the school's philosophy, mission, and pedagogical practices.
2. Communicate with parents and professional staff on a regular basis.
3. Be responsible for following curriculum guidelines to include remediating, developing, and enriching learning experiences.
4. Integrate technology into the teaching-learning process.
5. Maintain proper discipline and assist students in developing self-discipline and a sense of responsibility.
6. Establish a humanistic, systematic classroom code of conduct.
7. Record and maintain school, classroom, and students' information such as attendance, student files, referral information, progress reports, lesson plans, curriculum development, etc.
8. Attend and participate in developmental/division meetings, planning projects, activities, and school related evening and weekend programs.
9. Be responsible for the arrangement and storage of materials, equipment, and supplies. Observe, report, and take immediate action to ensure the prevention and elimination of safety hazards throughout the building and grounds. Prepare daily and weekly lesson plans in a manner that is responsive to school's philosophy; and in team or grade level planning.
10. Participate in all supervisory responsibilities as assigned by the Director.
11. Assist the Director, Assistant Director, and administrative staff in gathering and compiling information for special reports and curriculum revisions.

- Required Education:** Bachelor's Degree
- Major (if required):** Elementary Education
- Preferred Qualifications:**
1. Valid State of Florida Certification Certificate
  2. Master's Degree
  3. One (1) year of successful experience in teaching
  4. ESE degree or endorsement

*Qualified candidates should submit a resume to Donna Tobey, Lower School Director, at [dtobey@nova.edu](mailto:dtobey@nova.edu) and submit an application on the Nova Southeastern University website [NSUCareers.nova.edu](http://NSUCareers.nova.edu) for position.*