



(The Rev'd) David O. Browder, Rector | Tom Bendel, Headmaster

Lower School Teacher 2023-24 Academic Year Reports to Lower School Head

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

Saint Thomas' Episcopal School seeks a lower school teacher to serve as the primary instructor, role model, and spiritual guide for the students in his/her class. We are seeking a teacher who is enthusiastic about Christian education, passionate about working with young students and committed to the development, growth, and success of all his/her students.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Provide quality instruction and integrate the curriculum across subjects, including phonics, spelling, reading, grammar, cursive handwriting, mathematics, history, and Sacred Studies.
- Differentiate instruction to meet the needs of students by using flexible grouping.
- Craft formative and summative assessments that identify student needs and measure student progress effectively.
- Promote the mission of Saint Thomas' Episcopal School individually and institutionally.
- Maintain a safe, inclusive learning environment that celebrates each student's gifts and talents.
- Support and nurture the social and emotional growth of young students.
- Provide positive behavior support, manage classroom behaviors, and implement behavior plans when necessary.
- Contribute to the school community by maintaining a positive attitude, fulfilling all required duties, and attending required events throughout the year, including professional development and faculty meetings.
- Work collaboratively with other staff members.
- Develop positive relationships with parents and students based on mutual trust and respect.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Perform other duties as assigned.



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Education / Certification: Bachelor's degree required

Experience Required: Minimum of 2 years related work experience

Required Knowledge: Proficiency in MS Office, Google Docs

Classification: Exempt

Skills / Abilities:

- Strong customer service skills and willingness to assist others
- Ability to be compassionate, patient and adaptable.
- Able to communicate complex information clearly
- Ability to communicate with and motivate children
- Willingness to contribute to the general welfare of the school and its students beyond the classroom
- Outstanding oral and written communications skills
- Strong organizational skills & attentive to detail
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.