



**Position Title:** Homeroom Teacher  
**Position Status:** Full-time, 10 months  
**FLSA Classification:** Exempt  
**Reports To:** Head of Lower School

**Position Purpose:**

A Lower School Homeroom Teacher supports the Head of Lower School, faculty, and students to ensure that we are living our mission and values on a daily basis through the following:

**Essential Functions:**

**I. Student Instruction:**

- A. Teaches Lower School students reading, writing, handwriting, spelling/grammar, math, social studies, social-emotional learning, etc.
- B. Follows, adapts, and develops curricula as appropriate.
- C. Evaluates student progress through multiple measures.
- D. Tailors instruction to meet the needs of students.
- E. Creates a positive and inclusive learning environment for all students.
- F. Manages student behavior through effective classroom management techniques.
- G. Integrates technology in student learning experiences.

**II. Family Partnerships:**

- A. Creates positive, meaningful relationships with families through regular communication.
- B. Conducts bi-annual parent conferences.
- C. Writes bi-annual narrative reports.

**III. Professional Conduct:**

- A. Builds and maintains collaborative working relationships with colleagues and administration.
- B. Contributes positively to the culture of the division.
- C. Demonstrates a commitment to professional growth.

**IV. Any Other Duties Assigned by Head of Lower School**

**Qualifications:**

- Master's Degree in Elementary Education or related field, preferred.
- A minimum of three years of working with elementary-aged students, preferred.
- Excellent communication, both oral and written.
- Knowledge of content, curriculum, methods, and materials for elementary education.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Continued engagement in professional learning experiences through conferences, presentations, and/or workshops.
- Proficient with GSuite.

**Physical Requirements and Work Environment**

- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Able to move around a classroom and other school environments.

**Application Procedures**

Interested candidates, please **email** 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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