



Job Description: Classroom Teacher

Accountability: Classroom teachers are overseen by the Associate Head, and report directly to either the Principal (middle school) or the Assistant Head for Faculty and Academic Affairs (upper school) in fulfilling all responsibilities.

Expectations of the position — Working individually and collaboratively, Thornton Academy classroom teachers: develop and provide appropriate, meaningful, and coherent learning experiences that match, challenge and extend students' knowledge and skills; assess student progress regularly through a range of methods; incorporate digital age tools and resources to apply learning to authentic, real-world problems; and utilize best practices and assessment data in planning and delivering curriculum and instruction.

Job requirements — Teachers at Thornton Academy are required to:

- have and/or develop a high level of expertise and knowledge in terms of content, curriculum development, and pedagogy
- be professionally reflective and growth-oriented: recognize strengths, address limitations, accept and act upon constructive guidance, pursue professional development opportunities, participate in school improvement efforts
- demonstrate the genuine patience, flexibility, and enthusiasm necessary for working with adolescents
- recognize the need for appropriate boundaries with students: establishes positive, helpful, and supportive relationships with students generally while avoiding becoming a friend, confidant/e or counselor to individual students
- adhere to the highest professional standards in all interactions and communications with fellow members of the Thornton Academy community (faculty, students, and colleagues)

Performance responsibilities include but are not limited to:

- Planning and preparing thoroughly to use traditional and contemporary tools and resources to:
 - Facilitate and inspire student learning;
 - Promote, support and model creative thinking; and
 - Engage students in exploring real-world issues and solving authentic problems

- Establishing and administering an effective and appropriate classroom management system that teaches, promotes and models attributes of good citizenship and societal responsibility in both personal (face-to-face) and digital forums
- Planning and providing purposeful academic instruction that is clear, coherent and appropriately differentiated, and that demonstrates the knowledge, skills and work processes representative of an innovative professional
- Designing and utilizing digital age assessments in order to monitor, evaluate, follow up and track student progress
- Communicating regularly, honestly, respectfully, and promptly with parents/guardians and colleagues
- Being thoroughly familiar with safety and emergency protocols and procedures, being able to follow those procedures reliably as required
- Working continuously to improve practice, act collegially, and exhibit leadership within the Thornton Academy professional community
- Accepting and meeting professional responsibilities within the school as a whole by knowing and accepting job obligations outlined in the faculty/staff handbook and/or assigned by the Headmaster

To apply, please submit the following:

- Letter of interest
- Current resume
- Completed application form (available for download [here](#))
- Three letters of reference, including contact information for each individual
- Copies of all post-secondary transcripts
 - Unofficial/student-issued transcripts are acceptable for initial application; official transcripts may be requested later.
- Evidence of a current criminal history records check (CHRC) certificate, required by state law

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org.

If electronic submission is not possible, papers may be mailed via USPS to:

Lisa Estabrook
 Thornton Academy
 438 Main Street
 Saco, ME 04072

Thornton Academy is an independent town academy located in Saco, ME, serving a range of students including both publicly funded local students as well as private day students from towns across the region as well as an international boarding program.

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.