The Bolles School
Job Description

Position Title: Classroom Teacher, Lower School
Reports To: Head of Lower School
Campus: Whitehurst
FSLA Classification: Exempt

This position will commence Aug 2024 for the 24-25 Academic Year

Best Apply Date: February 16, 2024

Bolles proudly employs over 400 full time, part time and seasonal faculty, staff, coaches, and administrators. Serving over 1,700 students on our four campuses in Grades Pre-K through 12, Bolles has a rich history in tradition and achievement that extends to our hiring practices and the professionalism and respect garnered in the independent school community.

The lower school program at The Bolles School teaches children in Pre-Kindergarten through Grade 5 the wonder of learning in an intimate and innovative environment. Bolles' students develop a sense of exploration and personal values that instill a sense of all that is possible throughout their academic and personal lives as they progress through to middle school on the School’s Bartram Campus, then move on to the Bolles upper school and beyond. Students receive a firm foundation in reading skills, writing, math, science, and social studies from a dedicated and caring faculty. The curriculum is based on hands-on learning, which emphasizes activities to teach the importance of exploring and experimenting.

Position Purpose: Responsible for all aspects of creating a dynamic learning environment for students in the Lower School classroom.

Essential Functions:

- Plans materials and class activities to promote development of students’ abilities and skills
- Adapts teaching methods and instructional materials to meet students' varying needs and interests
- Plans and conducts activities for a balanced program of instruction, demonstration, and practice time that provides students with opportunities to observe, question, and investigate
- Instructs students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations
- Establishes clear objectives for all lessons and communicates those objectives to students
- Prepares, administers, and grades tests and assignments in order to evaluate students’ progress
- Meets with teachers, parents, and guardians to discuss children's progress, and determine their priorities and resource needs
- Provides a variety of materials and resources for students to explore, manipulate and use, both in learning activities and imaginative play
- Collaborates with other teachers and administrators in the development, evaluation, and revision of lower school programs
- Keeps attendance and grade records as required by the School
- Make full use of professional development opportunities (further education, reading, workshops, conferences, etc.) and demonstrate creative initiative in keeping current in one’s own discipline, to include keeping up to date on the latest use of technology in the classroom
Qualifications:

• Bachelor’s degree from an accredited college or university in related subject required
• Preferred three years’ experience teaching elementary aged children in a school setting
• Excellent verbal and written communications skills
• Demonstrated leadership and facilitation skills
• Demonstrated organizational skills
• Demonstrated proficiency in the use of technology in the classroom

General:

• Demonstrate and enthusiastically support the School’s Mission
• Perform in a manner that reflects positively on The Bolles School
• Communicate well and work effectively with all school personnel and families, as well as with the larger business and educational community
• Perform other duties as requested

Physical Requirements:

• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.
• Must be able to access and navigate all areas of the school and other facilities as needed.