



JOB DESCRIPTION

JOB TITLE	Teacher	VERSION DATE	2023
DEPARTMENT	Upper School	REPORTS TO	Division Head

Purpose

A Pine Crest Upper School Teacher is an educator who has demonstrated a love for teaching and is familiar with the rewards and challenges of working with students. Upper School teachers must be able to teach a wide range of courses within their content-area of expertise to students in grades 9-12.

Personal Characteristics

- Reaches all learners through personalized learning experiences, passion for teaching, and knowing students' unique needs
- Rises to meet emerging challenges and opportunities through effective collaboration, intentional technological integrations, strong communication skills and adaptability
- Fosters an emotionally responsive and welcoming classroom community through inclusivity, cultural awareness, compassion, and understanding
- Provides a rich and engaging student experience through experiential and real-world learning, problem-solving and collaboration and critical thinking
- Exemplifies a growth mindset through a lifelong love of learning, continuous development, curiosity, resourcefulness, and content-area expertise
- Exhibits a commitment to diversity, equity and inclusion
- Makes effective use of technology and possesses appropriate software and computer skills
- Demonstrates the ability to work independently and establishes and maintains cooperative and effective working relationships with others both internally and externally
- Maintains strictest confidentiality and professionalism with privileged information
- Maintains a high regard for personal safety and for the safety of students, employees, and assets by following guidelines and responding appropriately in the event of an emergency
- Exhibits the ability to work on multiple projects/responsibilities with minimal supervision and meet/exceed deadlines; performs multifaceted projects in conjunction with day-to-day activities
- Displays the ability to compose accurate and effective correspondence with proficiency in grammar and punctuation
- Possesses excellent communication and interpersonal skills to be able to communicate effectively with students and parents in a timely manner
- Possesses strong organization skills and exhibits extreme attention to detail

Essential Job Functions

- Supports the School's mission statement and the philosophy of the department and adheres to School policies and procedures, including but not limited to what is outlined in the Employee Handbook
- Contributes to the development of a school culture where learning is paramount, and all individuals are encouraged, respected, supported, and challenged intellectually, socially, and emotionally
- Creates a safe, caring, and productive learning environment that fosters well-being and maintains respectful and responsible behavior for each student consistent with the philosophy, values and mission of the school
- Models and promotes respect for the diversity of student backgrounds, experiences, developmental needs, and learning approaches
- Develops lesson plans in accordance with the Pine Crest curriculum and in consultation with other faculty members
- Develops assessments and assessment rubrics in accordance with the Pine Crest curriculum, and in consultation with other faculty members
- Acts in loco parentis to students throughout the day and supervises students inside and outside the classroom, including but not limited to, during arrival and dismissal, at carline, on buses and playground, and in cafeteria and hallways

- Responds to inappropriate behavior in accordance with divisional protocols and expectations
- Prepares assignments, quizzes and projects in a timely manner
- Meets all deadlines, including but not limited to those related to taking attendance, submitting grades, and returning graded assessments to students
- Has thorough knowledge and understanding of the content area and is able to share the material with students, offering additional help when needed
- Participates in and contributes to departmental and divisional meetings, goal and objective setting, and activities as required; adheres to departmental and divisional expectations and protocols
- Serves as a role model to students
- Composes letters of recommendation as requested and crafts anecdotal feedback highlighting the students' contributions to the classroom and their academic strengths
- Keeps Division Office advised of all classroom and student developments, including academic, behavioral, and emotional concerns for students;
- Helps students resolve conflicts in a professional, supportive manner; demonstrates knowledge of when to seek guidance and exhibits the ability to identify and escalate sensitive issues to the Counselor or Division Head
- Attends special days including but not limited to performances and end-of-year celebrations/ceremonies
- Attends all faculty meetings and teacher professional days
- Provides assistance regarding computer usage related to curriculum instruction. Manipulates all classroom instructional technologies (including hardware and software) and instructs students on their usage as applicable
- Engages in professional development to promote personal learning and growth
- Chaperones and supervises students at school functions and class trips, including overnight trips
- Performs other duties and responsibilities as assigned by the Department Supervisor or their designee

<u>Job Qualifications</u>	
Education	Bachelor's degree required, advanced degree preferred
Experience and Qualifications	Minimum 5 years' experience preferred

Working Conditions

- Work involving prolonged periods of standing performed in indoor and outdoor instructional settings.
- Intermittent physical activity including walking, kneeling, bending, reaching, and lifting up to 25 lbs.
- Subject to working hours during, before, and after the regular school day, including but not limited to time spent engaging in lesson planning, supervising carline, and attending school events (such as orientation, assemblies, meetings, training, etc.)
- Occasional travel may be required (between campuses and possibly overnight), including for student field trips, which may involve multiple overnight stays

This job description is intended to outline the responsibilities of the position and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. This job description does not constitute a contract or a promise of future or ongoing employment. It may be modified or amended at any time as determined in the employer's sole discretion. The signed original copy of this acknowledgment will be filed in your personnel file in Human Resources.

Acknowledge receipt by:

Print Employee Name

Employee Signature

Date