



Elementary Division Faculty

Who We Are

A faith-based independent school located in Rancho Santa Margarita, St. John's Episcopal School is committed to the full intellectual, spiritual, and physical development of students from two years old through eighth grade. Our integrated, project-based program focuses on STEAM, student engagement, character education, and leadership development in a nurturing learning environment, cultivating students who joyfully embrace lives of service and purpose.

Our Ideal Candidate

St. John's seeks innovative, exemplary faculty for kindergarten through fifth grade who are deeply committed to educational best practices and who share our vision of making St. John's the premier independent school in Orange County. We are currently accepting applications for the 2024–25 school year in the content areas of English language arts, social studies, mathematics, and STEAM.

The ideal applicant possesses a demonstrated ability to collaborate with colleagues; successfully manage a classroom to ensure an optimal student-learning experience; and develop well-rounded, comprehensive instructional programs that incorporate the workshop model of instruction and reflect best practice by means of inquiry- and research-based approaches. The duties listed below are representative of the general duties of the role and are not an exhaustive list, as additional duties and responsibilities may be assigned.

Essential Functions

- Serves as an educator and works directly with the Elementary Division Principal to initiate, implement, and oversee the day-to-day programs for students at a particular grade level.
- Provides students with a supportive, orderly, and interactive classroom environment where creative learning occurs and where students develop independence and learner agency.
- Implements, reinforces, and manages age-appropriate routines and procedures.
- Participates with colleagues as a productive, collaborative, and contributing member of professional learning communities, with the intent of growing practices in areas such as classroom management, teaching and assessment methods, new pedagogical approaches, and school procedures.
- Provides academic guidance to students and serves as a student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, student support service personnel, counselors, and other faculty as necessary concerning the emotional and physical well-being of students.
- Works collaboratively with the Elementary Division administration, school specialists, and teacher colleagues to research, utilize, and review educational best practices.
- Provides a safe and joyful learning environment that integrates research-based social-emotional approaches such as Responsive Classroom.
- Implements student-centered approaches to assessment, including (but not limited to) performance assessments, formative and summative assessments, conference notes, pre- and post-tests, rubric-based grading, student portfolios, and cumulative "end of unit" authentic assessments.

- Comprehensively provides feedback to students regarding their progress, performance, goals, strengths, and next steps by means of written communication, conferences, small-group instruction, communication home (positive and growth-based), and other means as necessary.
- Comprehensively communicates with and reports student progress and performance to parents by means of written narratives, regular positive communication, examples of student work/tests/quizzes/projects, phone conferences, parent in-person meetings, and parent-teacher conferences.
- Collects, reviews, and analyzes student data in order to make informed decisions about future curriculum, learning engagements, and student activities.
- Integrates methods of student differentiation that include differentiated planning, curriculum, assessments, and activities.
- Maintains and supports multiple structures of student participation, including (but not limited to) student partnerships, small-group work, strategy/aptitude/interest-based grouping, and other means to create an active and engaged learning environment.
- Creates a structured and organized physical classroom layout that supports and encourages student learning and participation.

Qualifications

- Bachelor's degree; master's degree preferred
- A minimum of three years of teaching in an independent school environment preferred
- Excellent verbal and written communication skills
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with students, parents, colleagues, operations staff, and administrators
- Ability to think and plan strategically and creatively
- Ability to supervise and manage multiple functions and activities
- Ability to remain calm, flexible, and effective under pressure
- Customer-service oriented
- Ability to work effectively as a team member

Physical Requirements and Work Environment

- Ability to lift up to 35 lbs.
- Ability to work outdoors and in a climate-controlled environment
- Ability to be mobile up to 8 hours per day
- Visual acuity both near and far
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling

Compensation

- Anticipated salary is \$52,570–\$62,500, depending on education and experience

Benefits for Full-Time Employment

- Medical and dental insurance, with employee-only monthly premiums for certain plans paid fully by the school
- Employer-paid life insurance
- Employer-paid pension plan, with full immediate vesting and limited match
- Vacation and health leave
- Paid school holidays
- Tuition remission for children of faculty/staff

How to Apply

All applicants will need to complete the online application on the St. John's Career Opportunities web page (www.stjohns-es.org/partner-with-us/career-opportunities). All applicants are encouraged to provide supporting documentation, such as copies of degrees, teaching credentials, or other special certifications.