**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Teacher</th>
<th>VERSION DATE</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>Lower School</td>
<td>REPORTS TO</td>
<td>Division Head</td>
</tr>
<tr>
<td>FULL-TIME, PART-TIME or TEMPORARY</td>
<td>Full-Time</td>
<td>CONTRACT LENGTH</td>
<td>10-month</td>
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**Purpose**

Pine Crest School believes that students in the Lower School benefit from a teacher-to-student ratio that facilitates increased guidance, support, and interaction with adults. For this reason, two instructors are assigned to every homeroom classroom in Pre-Kindergarten through Grade 5.

The Lead Teacher has ultimate responsibility for all instruction and all activities in the classroom, including but not limited to setting the appropriate welcoming atmosphere for students, responding to parents in an appropriate and timely manner, and developing/approving classroom routines and procedures. The Lead Teacher is responsible for supporting and collaborating with the Teacher II in all aspects of the classroom, including curriculum, instruction, classroom management, and student development. The Lead Teacher will continuously maintain a positive working relationship with the Teacher II concerning all responsibilities of the classroom. The Lead Teacher is also responsible for engaging in professional development to promote personal learning and growth.

**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 teachers on the grade level team; directs and oversees the Teacher II in lesson planning
● Develops assessments and assessment rubrics in accordance with the Pine Crest curriculum, and in consultation with other teachers on the grade level team
● Shares daily responsibilities with the Teacher II, including teaching and working with students individually and in small and whole group settings
● Serves as an informal mentor for the Teacher II and oversees their work
● Communicates frequently with the Division Head and Lower School Administrators and with parents concerning students experiencing academic and/or behavioral difficulties and successes
● Works with Teacher II in conducting parent-teacher conferences by providing input as to observations in the classroom
● Works with Teacher II with grading and the reporting of grades on report cards
● Acts in loco parentis to students throughout the day and supervises students, including but not limited to, during arrival and dismissal, carline and buses, playground, cafeteria, and hallways
● Devotes considerable time to interacting with students, colleagues, and parents
● Helps students resolve conflicts in a positive manner; requests the assistance of the Counselor or Division Administrator as needed
● Attends all special days including but not limited to Registration Day, Open House, performances and end-of-year celebrations/ceremonies
● Attends all faculty meetings and teacher professional days
● Contributes to the Division and grade level team in a positive and collaborative manner
● Maintains all childcare standards as required by law, and works with the Administration to ensure compliance with all regional, state, and federal regulations as these laws apply to the School and to the Pre-Primary grades
● Serves as a role model to all students and to members of the Pine Crest community
● Strives continually to make the best use of time during the workday through careful coordination of daily tasks; demonstrates the flexibility in prioritizing, and strong time management skills
● Exhibits the ability to identify and escalate sensitive issues to the supervisor/division head; demonstrates knowledge of when to seek guidance
● 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
● Performs other duties and responsibilities as assigned by the Supervisor/Division Head or their designee

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<tr>
<td>Education</td>
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<tr>
<td>Experience and Qualifications</td>
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<td>Certifications and Licenses</td>
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**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, assisting with 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