



4th Grade Maternity Leave Teacher

Tuxedo Park School is a co-educational, independent school. Established in 1900 and situated on a 17-acre campus, the school is located in the historic gated community of Tuxedo Park, NY. The school is one of the first schools in the country to specialize in elementary education (pre-K through ninth grade). The school serves families living in Orange and Rockland Counties, NY, and Bergen and Passaic Counties, NJ.

4th Grade Teacher *There is the potential for employment beyond the scope of this position*

The Tuxedo Park School is seeking qualified candidates who are engaging and dynamic classroom teachers with experience in developing student-centered courses. Teachers are committed to helping students achieve success and to the mission and values of Tuxedo Park School. The position reports to the Associate Head of School for Academics and their content leader.

Start date: November 18, 2024

End Date: March 14, 2025

Requirements:

- Bachelor's Degree in the field of education, Master's Degree preferred
- Teaching experience in the subject areas of math, reading, writing, etc.
- Extensive knowledge of Microsoft Office and SMARTBoard Technology
- Highly self-motivated, self-disciplined strong team player
- Must possess exceptional organizational abilities: perform multiple projects, prioritize and provide attention to detail, and respect deadlines
- Must demonstrate awareness of sensitive issues and ability to exercise good judgment in relating to the public, faculty, and staff
- Ability to analyze and relate data in comprehensible presentations, notes, and materials
- Excellent interpersonal skills and proven ability to communicate passionately, clearly, and concisely in writing and orally
- Maintains a positive relationship with parents to create a secure environment for children

Responsibilities include, but are not limited to:

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning of all students.
- Encourage and monitor the progress of individual students and use data to adjust teaching strategies.
- Schedule and conduct conferences with students, parents, and colleagues to provide information on student progress and student needs, as needed.
- Participate actively in the work of the grade and department and the school on curriculum development and the improvement of student achievement.
- Encourage students to think critically about the content they are learning and use information to develop their ideas and analysis
- Integrate technology into the curriculum using both Chromebook and SMARTboard technology.
- Attend regular meetings within the department and grade team.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Attend school functions such as athletic events, class plays, and awards ceremonies.
- Perform additional daily duties that may or may not directly relate to the subject area or licensure field.

Compensation and Benefits:

- Salary commensurate with experience

Tuxedo Park School is an equal-opportunity employer.