



**Position Title:** LSB- 4th Grade, Leave Replacement  
**Position Status:** Full-time, mid-March - June  
**FLSA Classification:** Exempt  
**Reports To:** Head of Lower School

### **Position Purpose**

The LSB Fourth Grade Parental Leave Replacement supports the Head of Lower School, faculty, and students to ensure that we are living our mission and values daily through the following:

#### **I. Student Instruction:**

- A. Teaches students reading, writing, grammar, cursive, math, social studies, social-emotional learning, etc. through specified curricula.
- B. Follows, adapts, and develops curricula as appropriate.
- C. Evaluates and tracks student progress through multiple measures.
- D. Tailors instruction to meet the needs of students.
- E. Creates a positive and inclusive learning environment for all students.
- F. Manages student behavior through effective classroom management techniques.
- G. Assesses and responds to social and emotional needs of students throughout the day.

#### **II. Family Partnerships:**

- A. Creates positive, meaningful relationships with families through weekly communication.
- B. Writes a spring narrative report and skills checklist.

#### **III. Professional Conduct:**

- A. Builds and maintains collaborative working relationships with colleagues and administration.
- B. Contributes positively to the culture of the division.
- C. Demonstrates a commitment to professional growth.

#### **IV. Any Other Duties Assigned by the Head of Lower School.**

### **Qualifications**

- Master's Degree in Elementary Education or related field, preferred.
- A minimum of three years of working with elementary-aged students preferred.
- Excellent communication, both oral and written.
- Knowledge of content, curriculum, methods, and materials for elementary education.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Continued engagement in professional learning experiences through conferences, presentations, and/or workshops.
- Proficient with GSuite and Smart Notebook.

### **Physical Requirements and Work Environment**

- Work in an environment dealing with a varied and diverse array of contacts.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate-controlled office environment.
- Able to move around a classroom and other school environments.

### **Application Procedures**

Interested candidates, please e-mail a cover letter, resume, statement of education philosophy, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

*Springside Chestnut Hill Academy is an Equal Opportunity Employer.*