



## Lower School Teacher (Grade 4)

**Hours:** 4 days per week, (Monday-Thursday; 8:15 a.m.-3:15 p.m. for teachers; school day is 8:45-2:45)

**Salary:** Arborbrook's pay scale is available by request.

### Description

Arborbrook Christian Academy in Matthews, NC is seeking a fourth grade teacher. This teacher would be responsible for teaching our rich and unique curriculum to a small class of students.

Our school is a four-day a week Christian school, and school hours are 8:45-2:45. Our school uses the Charlotte Mason philosophy of education. Class sizes are intentionally kept small, spending time outdoors is valued, and partnering with our families in a positive way are a few of our values at Arborbrook.

There are several training days required for teachers every year. These include three days in the summer (August 4-6, 2025), two days in early October for the Childlight conference (October 9-10, 2025), and an In-Service Teacher Workday on February 5, 2026. Childcare is not provided during these trainings.

The basic job description includes the following:

- A. Teach small class(es) of students every day, Monday-Thursday. Subjects to be taught include math, language arts, inspirational studies (composer study, artist study and poet study), history/geography and/or science, and Bible.
- B. Follow the curriculum guide, use materials provided, and complete any required training. Weekly lesson plan submissions are required during the first two years of employment.
- C. Assess students on a regular basis according to school assessment standards, best practices, and authentic assessment principles. An online SIS gradebook is to be updated weekly.
- D. Prepare electronic report cards (on a trimester basis).
- E. Conduct benchmark assessments throughout the year and develop plans for student success in core subjects with parents and school administrators.
- F. Prepare for one parent conference day, October 30, 2025..
- G. Meet with parents before/during/after school as needed/requested.
- H. Communicate with parents and school administration concerning poor grades or behavior as appropriate. Develop and monitor an intervention plan with parents as needed.
- I. Post a weekly newsletter on the school website to communicate what has been happening that week in class and assign Friday work.
- J. Plan and organize class events, communicating with your room mom(s).
- K. Lead a K-6 assembly 2-3 times a year.
- L. Attend Wednesday morning faculty meetings (7:55 a.m. every Wednesday).

- M. Complete 20+ hours of professional development annually.
- N. Other duties as assigned, including lunch duty twice a week.
- O. Adhere to school handbooks and maintain classroom expectations, discipline, and dress code.

## **Requirements**

All teachers must have:

1. A heart for God. They will be born-again, Bible-believing Christians in a growing relationship with our Lord and Savior, Jesus Christ.
2. A love for children. They will be kind, nurturing individuals who enjoy spending time with young people and respect them as persons.
3. An ability to be a positive role model. They will do their best to live a life that is pleasing to God and therefore serve as a model for our young people.
4. A call on his or her life to be a teacher. They will feel that teaching is one of their spiritual gifts and feel a call on their lives to teach and impact the next generation of Christ followers.
5. A dedication to the vision and mission of Arborbrook. They will have a thorough understanding of and be in agreement with the vision and mission of the school. This includes a good understanding of Charlotte Mason's writings. Some training will be provided, but independent learning will also be necessary.
6. A teachable spirit. They must be open to training from a supervising teacher and the academic director. A positive attitude and cheerful demeanor should accompany their teachable spirit.
7. A four-year college degree, preferably in Elementary Education. Previous classroom experience in an academic setting is preferred.
8. Competency with technology, including our online school management system (SIS/FACTS) and Google Suite.
9. Excellent communication skills, including grammar and the ability to write well.
10. Willingness to work collaboratively with other teachers and staff.

### **\*Required Summer Training:**

Aug 4-6, 2025 is Teacher Training.

The week of August 4th teachers are back in school as needed, preparing their classrooms, and getting ready for the year. School begins on August 18<sup>th</sup>, with an orientation that day.

Interested candidates should send a cover letter and resume to [samantha.haun@arborbrook.org](mailto:samantha.haun@arborbrook.org)