Position Profile

POSITION TITLE: **Lower School Teacher**
DATE MODIFIED: January 2026
FLSA CLASSIFICATION: Exempt
REPORTS TO: Director of Lower School

POSITION OBJECTIVE: Provide engaging, outcome-focused instruction to Hancock students.

Qualifications and Skills:

- Bachelor's degree in education or related field
- Primary or Lower School teaching experience strongly preferred

Personal Characteristics:

- Adaptable, persistent, and proactive
- Strong interpersonal and organizational skills
- Solution-oriented; growth mindset
- Excellent written and verbal communication skills

Essential Functions:

- Support students' academic and personal development in alignment with HDS priorities and practices.
- Provide developmentally and academically appropriate experiences encouraging curiosity, exploration, and problem-solving.
- Lead a classroom environment that is conducive to learning and aligned with students' physical, social, and emotional development.
- Follow instructional design and planning policies and practices.
- Communicate with parents about curriculum expectations, classroom events, and other relevant information via technology (e.g., Newsletters, Webpages, Emails).
- Model appropriate activities and positive classroom management techniques.
- Collaborate with colleagues to provide comprehensive services to students and families.
- Participate in team, divisional, and school-wide professional activities and gatherings.
- Collaborate with colleagues on the school's curricular initiatives.
- Follow organizational policies and procedures.
- Attend after-school or weekend events as required.
- Other duties and responsibilities as assigned by the Head of School.

Working Environment:

- Work hours: 7:30 am - 4:00 pm; Weekly after-school meetings.
- Collaborative working environment requiring interaction with students, colleagues, and parents.
- Requires significant emotional intelligence and resilience to navigate student and parent matters.
- Active working environment that requires standing, movement, and occasional lifting, carrying, pushing, and pulling.
- Minimal temperature variations; generally hazard-free environment.

The Hancock Day School is a coeducational, independent day school serving students from pre-kindergarten through grade 8. The policy of Hancock Day School is to recruit, hire, train, and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.