

Job Description
Grace Episcopal Day School

Title: Elementary Teacher
Reports to: Head of School

Job Purpose: To create a flexible elementary grade program and a class environment favorable to learning and personal growth in a Christian setting; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education in accordance with each student's ability; to establish good relationships with parents and other staff members.

Responsibilities:

Duties of the job include, but are not limited to:

- A. Teaches reading, language arts, social studies, mathematics, science, health, technology, art, physical education, Spanish, music, Christian formation or any combination of the above as designated by contract, utilizing course of study defined by curriculum guides and other appropriate learning activities.
- B. Instructs students in citizenship and basic subject matter.
- C. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- D. Uses a variety of instructional strategies, such as inquiry, group discussion, lecture, discovery, project based, etc.
- E. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- F. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- G. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
- H. Communicates with parents through conferences and other means to discuss students' progress and interpret the school program.
- I. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- J. Creates an effective Christian environment for learning.
- K. Maintains professional competences through in-service education activities provided by professional growth activities.
- L. Participates cooperatively with the administration in the evaluation process.
- M. Maintains inventory records and functions within budget guidelines.
- N. Supervises students in out-of-classroom activities during the school day.
- O. Administers standardized tests in accordance with guidelines and directions.
- P. Participates in curriculum development programs as required.

- Q. Participates in faculty committees and the sponsorship of student activities.
- R. Attends and participates in weekly chapel services.
- S. Perform other related duties as required or assigned by Head of School

Qualifications:

1. Bachelor's degree of related subject/grade level area
2. Experience is preferred but not necessary for hiring