

Grace Episcopal School

Job title:	Lead Teacher, Grades K-5
Reports to:	Assistant Head of School and Head of School
FLSA Status:	Exempt
Work Hours:	8:00 - 3:30
Physical Demands:	Some physical exertion and light lifting up to 30 pounds; long periods of standing
Working Conditions:	Classroom Setting, Outdoor Playground/Field

School Overview

The mission of Grace Episcopal School is to honor the gift of childhood. We accomplish this mission by inspiring a passion for learning, teaching the power of goodness, and valuing every individual as a child of God. We are committed to outstanding teachers, small classes, and an intentional focus on early and elementary education.

Founded in 1959, Grace Episcopal School provides an academically challenging and developmentally appropriate education for children in Preschool through Grade 5. Our strong academic program emphasizes the basic tools of learning: reading, writing, and mathematics. The curriculum is varied - rich in music, literature, drama, art, history, science, physical education, STREAM and spiritual development – all taught in an enriching and nurturing environment. Our students receive personal attention in small classes and learn to be critical thinkers and successful problem solvers.

Qualifications

- Bachelor's degree in early childhood, child development or an equivalent area
- Significant experience working with young children
- Successful completion of criminal offender record information and sexual offender registry information check

Functional Competencies

- *Leadership/Integrity:* Effectively communicating the Schools shared purpose; builds trust among colleagues; is accountable; lives up to commitments.
- *Team Player/Commitment to Cause:* Understands the big picture and manages this position's areas of responsibility in a manner consistent with the School's agenda; has the welfare of all children as a priority.
- *Interpersonal Skills:* Relates to employees, faculty and other staff members in a cooperative manner that helps others to achieve their best.
- *Productivity/Organizing/Planning:* Meets deadlines; demonstrates effective use of time; and handles multiple assignments simultaneously
- *Willingness to Acknowledge Areas for Growth:* Understands needs for growth and is receptive to constructive feedback.
- *Character traits:* mature, flexible, dedicated, nurturing, responsible, patient.

Additional Training or Screening Required Upon Hiring

- TB Test
- Child Abuse & Neglect: Recognizing, Reporting and Responding (Diocesan Training)
- CPR & First Aid if required by School
- MAT Training if required by School

- Playground Safety Training
- Harassment Discrimination Training
- 16 hours of professional development training required each year

Responsibilities

Responsibilities include, but will not be limited to, the following goals:

1. Planning, supervising and implementing the program for the class in accordance with the policies and mission of the school and church, and regulations and standards of governmental bodies and accreditors.

2. Teaching all aspects of the curriculum and working cooperatively with all special resource teachers and consultants.

3. To establish frequent interactions with children by:

- gearing the program to the needs of the individual child with concern for his or her cultural and socio-economic background, abilities and disabilities, special talents and interests, style and pace of learning
- treating all children and staff members with dignity and respect
- helping children to think creatively and solve problems independently
- using positive approaches to help children behave constructively and learn to respect themselves and others
- helping each child become aware of his or her role as an integral member of a group
- encouraging pro-social behaviors in children such as cooperating, helping, taking turns, talking to solve problems
- encourage character development with Grace character keys of respect, responsibility, compassion, courage and honesty
- interacting with children "on their level" both physically (sitting among them in assemblies, etc.) and developmentally (accepting children where they are regardless of possible educational diagnosis) and working with parents on a growth plan

4. To promote social, emotional, intellectual, and physical competence and self-help in children by:

- providing a variety of developmentally appropriate hands-on activities that facilitate the curriculum and help children to achieve positive self-concepts and social skills
- encouraging children to think, reason, question and experiment
- enhancing physical development
- making appropriate modifications in the environment, staffing pattern, schedule and activities to meet children's individual needs
- providing outdoor play
- providing multi-racial, non-sexist, non-stereotyping materials
- conducting smooth and unregimented transitions between activities

5. To establish and maintain a safe and healthy environment by:

- being responsible for the ordered arrangement, appearance, décor and learning environment of the classroom(s) to accommodate children individually, in small groups and in a large group and facilitate a variety of activities

- providing for appropriate use, care, storage and inventory of classroom and school equipment and supplies
- assuming an equal share of the joint housekeeping responsibilities of the staff
- supervising children at all times (teachers must oversee full room and not group together for conversation and should be on their feet “working” the room or sitting with group of students as needed; teachers never sit while supervising the playground)
- providing a safe play environment indoors and outdoors
- providing a pleasant social and learning experience for children during snack and meal times, and promoting healthy eating practices (lunch time requires supervising teachers to sit with student groups to promote good habits and conversation)
- reporting any equipment repairs or replacements needed
- assisting children in an emergency or during drills out of the building

6. To establish positive and productive relationships with families by:

- planning and implementing methods of establishing a positive liaison with parents of the children (to include conferences, emails, and face-to-face meetings)
- relating assessment information to parents and offering support for dealing with children at different developmental stages
- promoting communication with parents through progress notes, weekly newsletters and through participation in parent conferences
- encouraging parents to participate in the school and providing a variety of ways to promote parental involvement
- assisting the Head of School in explaining the program to potential newcomer families during tours, play days and open houses

7. To maintain a commitment to professionalism by:

- maintaining records on each child in a way that fosters strict confidentiality regarding all students and their families
- maintaining a professional attitude and loyalty to the policies and mission of the school
- supporting the school’s code of ethical conduct
- engaging in ongoing staff development to improve personal and professional skills
- attending meetings and conferences of professional organizations appropriate for early childhood and elementary educators, as a representative of the school if necessary in place of the Head of School
- supporting the professional growth and development of colleagues by sharing materials and information
- ensuring smooth coordination of all classroom activities and staff and student interrelationships
- assisting the Head of School in teacher-training activities and teaching demonstrations
- implementing methods for effectively utilizing the services of classroom assistants and volunteers
- attending all staff meetings and in-service training each school year
- assisting in public relations events sponsored by the school
- attending a minimum of three school programs outside the school day

Other Duties As Assigned

Assume all other school responsibilities as directed by the Head of School.

Nothing in this Job Description restricts the School's right to assign or reassign duties and responsibilities to this position at any time. This position is *at will*, which means that either the employee or the School may terminate the employment relationship at any time, with or without notice and for any reason or no reason.