



TITLE: Elementary Teacher

STATUS: Full-time

CLASSIFICATION: Salary Exempt

REPORTS TO: Assistant Head of School and Admissions

### CHRISTIAN COMMITMENT

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| <ul style="list-style-type: none"> <li>• Exemplify the CCS Mission.</li> <li>• Demonstrate love for God.</li> <li>• Caring about students and families.</li> <li>• Show Christian professional competence and vision.</li> </ul> | <ul style="list-style-type: none"> <li>• Live and communicate according to biblical standards.</li> <li>• Build Christian community.</li> <li>• Remain an active member of a Christian Church.</li> </ul> |
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### MAIN PURPOSE OF THE POSITION

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

In the context of fulfilling the mission and vision of Christ Church School, teachers serve as a member of the school's faculty and staff with lead responsibility for the class and/or classes they lead. The teacher is responsible for caring about students within and beyond the classroom. At CCS the teacher exhibits enthusiasm for the topics one teaches. The teacher leads all instruction and all activities in the classroom, including creating an atmosphere that features the following attributes: welcoming, nurturing, clear classroom routines, clear classroom procedures, facilitates small group guidance and support, responsive to parents in a timely manner, responsive to administration in a timely manner, brain-based and research-based pedagogy, experiential learning and differentiation. The teacher collaborates with the Grade Level Chair, team teacher(s) and enrichment teachers to integrate curriculum, instruction, classroom management, and student development. The teacher will continuously maintain a positive working relationship with faculty and staff. The teacher envisions, plans, and executes programming designed to grow and sustain a mission-serving school. They must be able to maintain a climate of confidentiality and collegiality. This is a full-time position working closely with the teaching team, administrative team, faculty, and staff. Optimism and professionalism, as well as the capacity to communicate with a wide range of personalities and constituents, is required.

This individual seeks and develops positive relationships with leadership positions to ensure that interrelated initiatives meet the school's annual and longer-term objectives. The position requires grace in treating families with courtesy and tact. In the same way, a high "EQ" (emotional quotient) is needed. This person must reflect Christ Church School's warm, caring, peaceful, and child-centered orientation. This teaching position in the school requires an unwavering commitment to professionalism and a thorough and complete understanding of all school policies and crisis management protocol.

### ESSENTIAL CHARACTERISTICS, DUTIES, AND RESPONSIBILITIES

- Exemplifies a positive role model for all students and members of the Christ Church School community.
- Demonstrate a passion for teaching and inspires students to reach their full potential.
- Remains updated on emerging challenges and opportunities in education and adapts teaching strategies accordingly.
- Fosters a collaborative and welcoming classroom environment where students actively engage in problem solving and critical thinking.
- Innovative and dynamic educator who provides rich and engaging student experiences.
- Strong background in experiential, real-world learning.
- Provides hands-on activities and experiences that enhance learning and deepen understanding.
- Committed to reaching all learners through personalized learning experiences.

- Possesses a deep understanding of students' unique needs and a strong passion for teaching.
- Creates personalized learning experiences that cater to the individual needs of students.
- Cultivates an emotionally responsive and welcoming classroom community through cultural awareness, compassion, and understanding.
- Utilizes technology and innovative teaching methods to enhance student learning experiences.
- Maintains a strong commitment to the safety of students, faculty and staff, and administration by adhering to safety guidelines and promptly responding to emergencies.
- Demonstrates the skill to create accurate and impactful correspondence with proficiency in grammar and punctuation.
- Plays a role in fostering a school culture where learning is prioritized and all individuals are empowered academically, culturally, socially, emotionally and spiritually.
- Maintains a safe, caring, and constructive classroom environment that values students' well-being, encourages responsible behavior for each student consistent with the philosophy, mission, and vision of the school.
- Designs a variety of assessments (informal and formal) in alignment with the curriculum guide, while seeking input from fellow teachers on the grade level team.
- Creates lesson plans based on the Christ Church School curriculum guide while partnering with other teacher(s) on the grade level team and supervising the teaching assistant if there is one.
- If the teacher has an assistant, they guide and share responsibilities, which include teaching and providing individual and group instruction to students.
- Teachers with assistants act as a mentor to the teaching assistant and supervise their work.
- Regularly engages in communication with the Assistant Heads of School and Director of Curriculum and Experiential Learning, as well as with parents, regarding students who are facing challenges or showing progress in their academic or behavioral performance.
- Conducts parent-teacher conferences by sharing insights and observations from the classroom.
- Maintains grades of student work, enters grades regularly in the online gradebook, completes report cards or progress reports at the scheduled time.
- Supervises students daily during various activities including but not limited to arrival, dismissal, playground, lunchroom and hallways.
- Spends a significant amount of time engaging with students, parents and colleagues.
- Assists students in resolving conflicts in a manner that aligns with the mission and seeks support from administration when necessary.
- Participates in school occasions and activities as specified on the calendar of events.
- Attends professional development days and faculty meetings, and applies the knowledge gained.
- Actively participates in grade level meetings, promoting a positive and collegial culture.
- Ensures compliance with all childcare standards mandated by law, the Child and Youth Protectional Policy, the faculty staff handbook, and regional state and federal regulations applicable to the school and/or grade level.
- Efficiently utilizes time during the workday by effectively coordinating daily tasks, student learning time, displaying flexibility in prioritization and demonstrating strong time management abilities.
- Displays the capability to recognize and escalate sensitive issues to supervisor and knows when to seek guidance.
- Proficiently operates all classroom instructional technologies, both hardware and software, and provides instruction to students on their appropriate utilization. Offers support and guidance regarding computer usage in relation to curriculum and instruction.

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#### EDUCATION AND EXPERIENCE

- Bachelor's degree required, Master's degree preferred.
- Experience in teaching required. Experience in an independent school preferred.
- Ability to interface and maintain effective relationships with students, faculty, administrators, parents, alumni, and guests.
- Professional written and verbal communication, organizational, and interpersonal skills.
- Proficiency in Microsoft Office required. Experience with G Suite preferred.
- Ability to handle multiple, simultaneous, and complex tasks and projects efficiently and effectively without constant supervision.

Revised 6/7/2024