



## LOWER SCHOOL TEACHER JOB DESCRIPTION

---

- TITLE:** LOWER SCHOOL TEACHER (Grades K-5)
- QUALIFICATIONS:** Bachelor's Degree or higher in Education.  
Hold a valid Ohio teaching license or certificate.  
Preferably have at least 3 years of classroom teaching at the elementary level.
- REPORTS TO:** Head of Lower School
- JOB GOAL:** Carry out the mission of the school in your classroom on a daily basis by providing a private school education with a Biblical worldview.

### PERFORMANCE RESPONSIBILITIES:

- Assume a share of supervisory responsibilities expected of all Lower School Faculty members.
- Collaborate with team members on curriculum design and development on lesson planning and regularly analyze student data to accommodate individual student needs to form instruction.
- Teach classes as assigned following prescribed scope and sequence as scheduled by the administration.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy and incorporating all prescribed Ohio Academic Content Standards.
- Plan broadly through the use of semester and quarterly plans and objectives and ensure that daily lesson plans are properly posted in RenWeb FACTS.
- Employ a variety of instructional aids and technological resources as well as methods and materials that will provide for the creative teaching to reach the whole child: spiritual, mental, physical, social and emotional.
- Integrate technology into lesson plans in compliance with the expectation outlined by the administration.
- Provide periodic updates to parents/guardians about student progress via both written reports and in-person conferences.
- Maintain regular and prompt attendance and grade records in RenWeb FACTS. Keep students, parents/guardians, and administration informed of progress or deficiencies.
- Create a positive and safe learning environment for all students and hold students accountable for conduct.
- Possess effective interpersonal skills and administrative skills; be a problem solver and be able to think outside the box.
- Work with others in the school community to support each student's emotional well-being.
- Utilize effective and professional oral and written communication skills.
- Maintain professional development as a licensed educator; glean from experience and ideas of peer teachers.
- Attend all school staff meetings and scheduled professional development sessions and workshops.
- Provide quality assurance for the schoolwide i-Ready Program to the Director of Academics and other members of the administration and faculty.
- Other duties as assigned by the Head of Lower School.