



Position Title:	Lower School STEAM Teacher
Date Modified:	August 2016
FLSA Classification:	Exempt
Reports to:	Head of Lower School
Position Purpose:	Responsible for student instruction in grades K-4. Creates lesson plans and instructs students in content areas such as literacy, STEAM, Spanish, music, art, drama, and mathematics. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research based instruction.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

The Lower School STEAM teacher will facilitate a science program which is student-centered, engaging, and relevant to our students, challenging them to become imaginative and critical thinkers. The Lower School science teacher will provide opportunities to acquire science skills, to understand the process of science, and to ignite a passion for science knowledge. The science teacher will be an essential member of the science curriculum development team along with the other Lower School and Middle School science teachers and the Technology Specialist. While developing and maintaining positive relationships with students, parents, and faculty members, the lower school teacher will recognize and coach the social-emotional needs of each student.

Essential Functions

- Serves as an *Educator* and works directly with the Head of Lower School to initiate, implement, and oversee the day-to-day programs for students at a particular grade level.
- Maintains congruency between the school's board-approved *Mission Statement*, the *Long Range and Strategic Financial Plan*, and all activities of the lower school classroom.
- Assists in the recruitment and selection of new and replacement instructional and support faculty. Takes part in the Professional Growth and *Evaluation Program* and enthusiastically takes part in professional growth opportunities.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Well versed with and adheres to *school policies* in all areas of student interaction.
- Supports the *Employee and School Handbooks* and assists with revisions and updates, when necessary, of the lower school's policies and procedures.
- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Assists administration with division long range planning, as well as the division's daily schedule and calendar.

- Routinely uses educational strategies and project based curriculum to bolster a student-centered, inquiry-based instructional design.
- Works collaboratively with the lower school administration, school specialists, and teacher colleagues to research curriculum best practice.
- Consistently provides a safe and joyful learning environment that integrates and assimilates the use of SEAL into daily student interaction.
- A professional who participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- Other duties as assigned by the Head of School.
- Exhibits the behaviors described in the *Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence* and complies with *Physical Requirements and Work Environment*.
- Is assessed through the *Professional Growth and Evaluation Program*.

Essential Tasks

- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner.
- Uses differentiated Instruction and a social-emotional, academic approach to student engagement.
- Uses Portfolio assessments for each student and maintains assessment records per lower school guidelines. Uses report card and narrative summaries.
- Assists in maintaining grade-level web pages following guidelines provided by technology specialist.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, K-8th grade.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Works closely with the technology specialist on the integration of technology throughout the curriculum.
- Identifies students that would benefit from the Wings and SOARS program and works to provide the best learning environment possible for these students.
- Ensures lower school facilities are ready for the start of school each day.
- Knowledgeable about *Senior Systems* and/or other student management software.
- Completes various *Tasks* related to the *employee's yearly goals* and the school's long range and strategic financial plan.

Qualifications

- Bachelor's degree in education; Master's degree preferred.
- A minimum of three years of teaching in an independent school environment preferred and excellent verbal and written communications skills.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Lower School STEAM Teacher

Goal Related Tasks

- Utilize curriculum and assessments to promote an appropriate instructional program and growth for every learner
 - Work cooperatively with teachers and specialists to determine developmentally appropriate approaches for various groups of learners
 - Utilize curriculum determined by school to create appropriate learning opportunities
 - Use assessments to inform and guide instruction
 - Seek assistance when needed
- Complete and post weekly plans by Sunday evening at 9 p.m.
- Differentiated Instruction
 - Utilize differentiated instructional approaches
 - Work in conjunction with teachers and specialist to implement student-centered, reflective assessments that represent and facilitate differentiated instruction
- Social-emotional approach
 - Utilize SEAL approaches
 - Work cooperatively with Assistant Head of School-Student Life and Learning Specialists
- Implement Portfolio assessment for each student and maintain assessment records per lower school guidelines
- Implement report card and narrative summaries
- Work cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset
- Work closely with the technology specialist on the integration of technology throughout the curriculum
- Assist in maintaining grade-level web pages following guidelines provided by technology specialist
- Work cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, K-8th grade
- Participate in weekly meetings