

# **Lower School Teacher**

## **General Description**

Clarksville Academy's mission is to promote academic excellence, moral integrity, physical growth, and civic responsibility. We are also committed to cultivating your student mentally, physically, emotionally, and socially through the 14 years from Pre-Kindergarten to 12<sup>th</sup> grade. Our Lower School teachers are charged with helping each child achieve their highest potential in all areas.

Lower School teachers report directly to the Lower School Divisional Head.

## **Primary Duties and Responsibilities**

His/Her responsibilities include but are not limited to the following:

- Planning for instruction
- Teach reading, language arts, social studies, mathematics, and science, or specialized instruction in topics such as art, music, as well as foreign language, physical education, and science or math labs
- Provide planned learning experiences in order to motivate students and best utilize the available time for instruction
- Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to meet the needs of each student
- Evaluate and analyze student work, assessments, and/or standardized testing
- Create a functional and attractive environment for learning through displays, bulletin boards, and learning stations
- Insure a comfortable learning space
- Utilize Apple 1:1 program through instruction, engagement, and motivation
- Supervise students in out-of-classroom activities during the assigned workday
- Perform basic attendance accounting and business services as required
- Continually evaluate student's academic and social growth
- Keep appropriate records of progress regarding strengths and weaknesses
- Establish and maintain student behavior
- Provide planned learning experiences in order to motivate students to investigate and inquire in search for more knowledge
- Build and maintain relationships (Students, Parents, Colleagues, Community Members, Etc...)
- Establish a positive teacher-student rapport by maintaining a responsive environment for learning
- Develop consistent positive classroom management and working arrangement with students to develop good self-image
- Effective, professional communications with parents/guardians
- Meets or conferences with parents/guardians

- Professional attitude, responsible, and school participant
- Works effectively with other faculty and staff
- Plans and coordinates the work of teacher assistants, and student teachers (if student teacher is present)
- Represents Clarksville Academy in a positive light
- Continues Professional Development, education, and maintains licensure

### **Qualifications**

A minimum of a bachelor's degree in an education related field and a multiple-subject teaching credential. A master's degree in education is preferred. If hired with holding a bachelor's degree, attainment process of master's degree while employed at Clarksville Academy is encouraged.

Teaching experience is preferred. A passion for the subject and working with children, the capacity to work collaboratively and cooperatively with colleagues, and flexibility are essential.

Federal law prohibits discrimination in employment on the basis of age, race, creed, religion, sex, or national origin. Clarksville Academy is an equal opportunity employer.