

TEACHER JOB DESCRIPTION – 5th and 6th Grade Language Arts and Social Studies

JOB TITLE: Teacher

SUPERVISOR: Principal

General Summary

PURPOSE: To provide appropriate curriculum and instruction to children at Nativity Academy to both 5th and 6th graders in a team teaching setting with another teacher teaching math and science

POLICY SETTING RESPONSIBILITY: None

SUPERVISORY RESPONSIBILITY: None

CONTRACT NEGOTIATION: None

BUDGETARY RESPONSIBILITY: None

COMMITTEES: Serve staff committees as necessary.

Major Areas of Responsibility

- Support the mission and vision of Nativity Academy
- Maintain a professional attitude and loyalty to the school.
- Continue professional development for the improvement of students' education.
- Attend all staff meeting and program functions
- Serve on a staff committee as necessary
- Treat all children, staff and parents with dignity and respect.
- Keep records on each child's progress including: individual goals for each child, anecdotal records and checklists of skills accomplished.
- Establish a portfolio of each child's work. This may include samples of the child's artwork, snap shots of block constructions, and other items which reflect a child's progress.
- Plan a daily schedule and weekly lesson plans for the class.
- And other duties as assigned.
- Supervise children at all times by sight and sound adjusting appropriately for different ages and abilities of children
- Show appreciation of children's efforts and accomplishments
- Plan and implement developmentally appropriate and anti-bias curriculum within their classroom.
- Plan learning activities and provide materials that are real, concrete and relevant to the children in their class.
- Maintain daily records on the children in their classes.
- Establish working relationships with the parents of students and provide them with child development information relevant to their child.
- Prepare appropriately for parent conferences during the school year.
- Communicate with parents and work together to ensure the success of each student
- Other duties as assigned.

Required Knowledge and Skills

- Education: Bachelor's Degree
- Previous work experience: None required but experience in education is preferred
- Computer Skills: Microsoft Word, Excel, Outlook
- Training: CPR and First Aid

Working Conditions

- Evening and Weekend work will occasionally be required
- Must be physically able to lift 50 lbs.