**2019-2020 Grammar/Elementary Teaching Position:**

Crestline Academy is a Classical Christian School in the Central Idaho Mountains. We currently serve families in the greater McCall area through private education programs and tutoring.

We are excited to announce a **Full Time opening in our Grammar/Elementary School**. This position is for one school year with the possibility of a renewal based upon enrollment and the successful completion of initial year.

**Position Summary and Requirements:**

Classroom teacher will be responsible for each student in their class and their successful completion of assigned curriculum and course objectives. Classroom teachers report directly to administrative staff. This position is a salaried position. Salary will be determined upon employment. Teachers are not required to carry a current state certification, but need to show evidence that they are highly qualified in their field of teaching and/or specific subject areas. Experience in the Classical School environment is helpful. Teachers are also expected to participate in weekly faculty meetings and other required meetings and trainings. A complete job description can be obtained at the school office.

**To Apply:**

Complete an application. All applicants will be required to provide personal and professional references as well as a teaching/lesson portfolio. If you are selected as a finalist for this position you may be asked to teach a lesson in a current classroom before completion of the hiring process.

**Grammar/Elementary School Teacher Performance Responsibilities**

Please review before submitting an application for a teaching position.

Reports To

School Principal

Job Goal

The classroom teacher is expected to become familiar with Classical Christian Methodology and the specified curriculum. The job responsibilities include, but may not be limited to:

• Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible. Maintaining a written classroom management plan that is accessible for review by request of administration.

• Observe and evaluate students' performance, behavior, social development, and physical health.

• Prepare materials and classrooms for class activities, planning ahead at least one week at a time.

• Adapt and differentiate teaching methods and instructional materials to meet student’s varying needs and interests.

• Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

• Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.

• Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.

• Assign and grade class work and homework.

• Read books to entire classes or small groups maintaining alignment with curriculum and and/or state benchmarks.

• Prepare, administer, and grade tests and assignments in order to evaluate student’s progress.

• Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.

• Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.

• Maintain accurate and complete student records as required by laws, and policies.

• Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.

• Guide and counsel students with adjustment and/or academic problems, or special academic interests.

• Prepare and implement remedial programs for students requiring extra help.

• Prepare objectives and outlines for courses of study, following curriculum guidelines and monitoring state standards as benchmarks for learning, supplementing as needed.

• Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play, integrating Classical Christian subject areas with Montessori application.

• Enforce administration policies and rules governing students.

• Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula, working to meet the needs of students at various levels.

• Meet with other professionals as directed by school administration to discuss individual students' needs and progress.

• Use computers, audiovisual aids, and other equipment and materials to supplement presentations and meet the needs of various learning styles.

• Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors. Planning should include objectives that are observable in teaching, assignments, and hands on activities.

• Prepare reports on students and activities as required by administration.

• Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.

• Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.

• Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.

• Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.

• Organize and label materials, and display student’s work.

• Attend weekly and quarterly staff meetings, and serve on committees as required by administration.

• Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.

• Involve parent volunteers and older students in children's activities, in order to facilitate involvement in focused, complex play.

• Supervise, evaluate, and plan assignments for teacher assistants and parent volunteers.

• Perform duties such as assisting in hall and cafeteria monitoring, and bus loading and unloading as needed or scheduled by school administration.

• Store, issue, and inventory classroom equipment, materials, and supplies.