

Preschool – 8th Grade Teacher

The primary responsibility of the classroom teacher is to assure that all students learn the basic and essential skills at each grade level, as well as facilitate learning, academic achievement, and personal student development. This position demonstrates an understanding of various learning styles and strengthens students' cognitive capacity and respect for learning while fostering the self-esteem, motivation, and character of each student. Teachers report to the Head of School.

Major Duties and Responsibilities:

- Teaches subject area according to curriculum guidelines specified by Sullins Academy
- Plans a program of study that meets the individual needs, interests, and abilities of students
- Maintains purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies
- Implements curriculum and instruction in a manner consistent with the mission of Sullins Academy
- Fosters independent thinking, creative problem solving, and abstract reasoning
- Demonstrates an understanding of students and shows empathy toward them
- Develops cooperative partnership with parents and students based on mutual respect
- Facilitates resolution of problems that arise with students and parents
- Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls, and/or email
- Assesses student performance frequently and objectively
- Continues intellectual and professional development
- Develops fair and age-appropriate guidelines for classroom behavior
- Takes all responsible precautions to provide for the health and safety of students
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time
- Maintains cooperative relationships with other staff members
- Maintains accurate academic, social, and attendance records
- Follows and maintains knowledge of school policies and procedures
- Additional duties and responsibilities as assigned by Head of School

Essential Skills Required:

- **Education and/or Experience:** Minimum of a Bachelor's Degree from an accredited college or university. Prior successful experience teaching middle and/or elementary school students preferred but not required. Mastery of subject matter. Demonstrated ability in the instruction of students with varied learning styles and levels of mastery.
- **Interpersonal Skills:** Strong work ethic. Energetic inquisitive curiosity about learning, teaching, growth, and development. Focuses on solving conflict, maintaining confidentiality, listening to others, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Positive attitude toward profession.
- **Language Skills:** Effective oral and written expression. Ability to effectively present information and respond to questions in one-on-one and small group situations with students and other school staff. Ability to verbally respond to common inquiries from students.
- **Computer Skills:** General knowledge of computer usage and ability to integrate technology into curriculum.
- **Other Skills and Abilities:** Demonstrates knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet timelines and exercise good judgment. Ability to instruct students with varied learning styles and levels of mastery.

As a condition of employment, newly-hired employees must obtain a fingerprint background clearance and furnish proof of identity and employment authorization status.

Sullins Academy does not discriminate on the basis of race, color, religion, national or ethnic origin, or any other legally protected status in the administration of its educational, admission, financial aid or employment policies, or any other programs administered by the School.