

Job details

Job type

Full-time 7:30-3:30, daily

Teaching details

Upper Elementary

Work setting

Classroom

Location

Pageland, SC 29728

Full job description

Upper Elementary Classroom Teacher at Christian School

Position Purpose

Under the general supervision of the Administrator: facilitating student success and growth in academic and interpersonal skills through implementing school approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

Essential Functions

- Utilizes school approved elementary curriculum consistent with school district goals and objectives.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develops lesson plans and instructional materials and translates lesson plans into learning experiences so as to best utilize the available time for instruction
- Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, conducts individual and small group instruction as needed.
- Instructs students in the principles of responsible citizenship as well as administrative policies and procedures of the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending conferences, workshops or professional meetings
- Maintains accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by school policy.
- Ensures effective communication with students and parents.

- Ensures that student conduct conforms with the school's standards
- Participates in faculty meetings and committees.
- Requisitions instructional aids and other supplies and equipment and maintains inventory records.
- Supervises students in activities that take place out of the classroom during the school day, including activities involving school transportation.
- Administers standardized tests in accordance with school testing programs.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Additional Duties

Performs other related tasks as assigned by the Administrator.

Equipment

Uses standard office equipment such as personal computers/laptops, printer, copier, and telephone.

Benefits

PTO, Dental, Vision, Life Insurance, Short-term Disability, Long-term Disability

Knowledge, Skills and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiating instruction based upon student learning styles.
- Knowledge of elementary school curriculum and concepts. (Familiarity with ABeka and Bob Jones is a plus.)
- Ability to use computer network systems and software applications as needed. (Experience with FACTS Student Information System is a plus.)
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents. (Being bilingual is a plus.)
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others

Education

- Bachelors or Masters from an accredited college or university in Elementary Education or related discipline applicable to teaching assignment.

Experience

Successful prior teaching experience for the appropriate grade levels is a plus.

FLSA Status:

Exempt