



Faculty Member Grades PS-8

Full Time

FLSA: Exempt

Work Hours: Typical hours Monday through Thursday 8 am - 3:10 pm, Friday 8 am - 3:30 pm, plus enrichment blocks (3:10 pm - 4:30 pm) and other times as assigned by the Head of School.

Reports to: Director of Educational Programs

Description: Full-time faculty members assume responsibilities in teaching, lunch and recess duties, STEAMS blocks, clubs, after school enrichment programs, committee work and professional development as assigned. PK-5 faculty oversee grade level classes. Teachers in Grades 6 - 8 oversee 5 academic classes per day, excluding STEAMS. Co-curricular faculty oversee PK/K - 8 as assigned.

Duties & Responsibilities:

- Provides high quality, engaging lessons for students that reflect best practices
- Ensures availability to students throughout the academic day for consultation or extra help
- Promptly assesses, evaluates and provides feedback on student work
- Creates course overviews for each teaching assignment
- Prepares and submits grades, narratives and course descriptions each trimester
- Serves as a model for students: Supports and complies with school policies and rules, and participates in the spirit of the school community
- Communicates with parents on a regular basis
- Attends faculty meetings and other meetings, as requested
- Participates in all-school service days
- Serves on committees
- Prepares and implements enrichment blocks
- Plans and implements club programs
- Participates in professional development opportunities
- Uses designated technology to communicate and highlight student work
- Attends all grade level performances, showcases, activities, and parent teacher conferences
- Participates in STEAMS blocks, as assigned
- Complies with all policies and procedures delineated in the Employee and Parent-Student Handbook
- All other duties as assigned