

# Thomas MacLaren School

## JOB DESCRIPTION

This document was  
last reviewed on  
December 12, 2017

**Job Title:** Lower School Teacher

**Reports To:** Head of Lower School

**Supervisory:** \_\_\_\_\_  
\_\_\_\_\_ EMPLOYEES    \_\_\_\_\_ CONTRACT WKRS

**Eligible for Overtime:** No (yes or no)  
If no:  PROFESSIONAL    \_\_\_\_\_ EXECUTIVE  
\_\_\_\_\_ ADMINISTRATIVE    \_\_\_\_\_ OTHER

**Pay Type:**  SALARIED  
\_\_\_\_\_ HOURLY

**General Purpose:** To impart knowledge and learning skills to the children in his/her assigned class in a manner that meets professional standards while participating in the community of learners that is Thomas MacLaren School.

### **Essential Duties and Responsibilities:**

#### School Philosophy and Goals

- Demonstrates a commitment to the Mission and Vision of Thomas MacLaren School.
- Believes that all human beings, and thus all students, can know truth, create beauty and practice goodness.
- Manifests the sense of wonder and depth of inquiry that he/she is asked to inspire and direct in the students.
- Plans and implements instructional programs and activities that further the school's goals.
- Contributes to the growth of Thomas MacLaren's community of learners.
- Understands and supports the culture of the school.

#### Professional Responsibility

- Strives for continued improvement and professional growth, in the context of the community of learners.
- Confers with parents, Head of Lower School, and other staff members as necessary regarding student progress.
- Uses oral and written English skillfully and correctly.
- Communicates clearly, collegially, and regularly with co-workers and the Head of Lower School.
- Maintains accurate records of attendance and punctuality.
- Maintains accurate records of students' academic achievement.
- Performs other duties as assigned by the Head of Lower School.

#### Instruction/Curriculum

- Attends mandatory Teacher Training Institute each summer
- Delivers Thomas MacLaren curriculum as charged.
- Works with the Head of Lower School and teacher trainers to learn curriculum and methodology of courses assigned.
- Plans long-term as well as short-term objectives of instruction.
- Uses a variety of appropriate teaching strategies, instructional materials/activities, and teaching modes to accommodate a variety of learning styles.
- Incorporates interventions and accommodations deemed necessary by the Head of Lower School.
- Follows guidelines for students with an Individualized Education Program (IEP) or Section 504 plan.
- Demonstrates sound professional teaching and classroom management skills to facilitate learning.
- Maintains an appropriate and safe learning environment.

#### Teacher/Student Relationships

- Enforces school policies.
- Maintains discipline and good order in the classroom, in cooperation with the Head of Lower School.
- Provides students with constructive feedback about their work in a timely manner according to MacLaren standards.
- Encourages students to strive for high achievement.
- Encourages and equips students to become the agents of their own education.
- Assists with Student Orientation and its implementation in the classroom.
- Acts as an effective monitor of students when on duty (before, during, or after school, including lunch and recess).

#### Teacher/Parent Relationships

- Provides frequent and effective feedback concerning attainment of learning goals to parents.
- Initiates communication with parents.
- Encourages parents to visit the class.

- Participates in biannual parent-teacher evaluation conferences.

Teacher/Staff Relationships

- Communicates regularly with the Head of Lower School, Lead Teachers and co-workers on all matters pertaining to assignments.
- Cooperates with other staff in sharing responsibilities and implementing group decisions.
- Works effectively on any faculty committee to which he/she is assigned (recruitment, field day, Student Orientation, etc.).
- Participates fully in the community of learners, e.g., prepares for and attends all Faculty Seminars.

**This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities of this job. It is intended only to be an accurate reflection of the principal job elements.**

**Minimum Requirements:**

**Education:** Bachelor’s degree from an accredited college or university.

**Experience:** Demonstrated ability to serve well as Thomas MacLaren teacher.

Must be “Qualified” as defined by Every Student Succeeds Act (ESSA). See

[https://www.cde.state.co.us/fedprograms/tii/a\\_hqt](https://www.cde.state.co.us/fedprograms/tii/a_hqt) for criteria in Colorado (note exceptions for Charter Schools: teaching license not required).

**Other knowledge, skills, and abilities:**

- Love of educating children.
- Love of learning.
- Ability to impart a love of learning to young people.
- Exhibits patience and kindness towards students.
- Ability to master Thomas MacLaren School’s Lower School core curriculum.
- Knowledge of and interest in a wide variety of writings and thought beyond one’s own area of expertise.
- Ability to communicate well with students and parents.
- Ability to maintain an orderly classroom.
- Ability to communicate effectively, both verbally and in writing, with both young people and adults
- Demonstrated ability to work in a collaborative environment
- Willingness to take direction from lead teachers and Head of Lower School.
- Commitment to a diverse population of students and to closing the achievement gap

**Physical Requirements of this position include:**

<b>WORKING ENVIRONMENT:</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
EXTREME COLD OR HEAT	x		
HEIGHTS	x		
NOISE		x	
DRIVING			x
WALKING/Uneven Surfaces			x
WORKING ALONE		x	
WORK WITH OTHERS			x
<b>MOVING HEAVY ITEMS:</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
LIFTING/LOWERING	Over 30 lb	Over 20 lb	0-20 lb.
LIFTING OVER SHOULDER	Over 30 lb	Over 20 lb	0-20 lb.
REACHING OVER SHLDER	Over 30 lb	Over 20 lb	0-20 lb.
CARRYING	Over 30 lb	Over 20 lb	0-20 lb.
PUSHING/PULLING	Over 30 lb	Over 20 lb	0-20 lb.
PULLING	Over 30 lb	Over 20 lb	0-20 lb.

	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
VISUAL ACUTTY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.	x		
<b>TRAVEL:</b>			
Local			x
National	x		
<b>OPERATING MACHINERY:</b>			
COMPUTER			x
COPIER			x
MOUSE			x
TELEPHONE			x
OTHER (please list)			

**I have read this job description and understand that it may change at the Executive Director’s discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date