

Job Description – Educator

Reports to: Head of School

Wage/Hour Status: Salaried/Exempt

Faculty members at The Clariden School are expected to be respectful, responsible, self-directed, growth-minded individuals who are interested in not only educating their students but also professionally developing and honing their skills as an educator. Faculty members are responsible for providing their students with appropriate learning activities and experiences in the academic subjects assigned to the educator to help the students fulfill their potential for intellectual, emotional, physical and social growth.

Requirements:

- Teachers are required to hold a valid teaching certificate. They may be licensed by either the grade levels or subjects they teach.
- A strong understanding of how children learn and develop; observation, documentation and assessment of students' work; curriculum development; and professional and instruction practices.
- A strong desire for professional development and a demonstrated growth mindset.
- Strong organizational, communication and interpersonal skills.
- Knowledge of the academic subject(s) assigned.
- Ability to instruct and appropriately manage student behavior.

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Primary Accountabilities:

- Create and manage a purposeful, stimulating learning environment that is safe, supportive, challenging, innovative and nurturing.
- Prepare and implement developmentally appropriate curriculum based upon Clariden's educational philosophy(ies) that enhances all aspects of a child's development including their social/emotional, language, physical and cognitive development.
- Assure that curriculum meets and/or exceeds Texas State Standards and Common Core Guidelines, while maintaining Developmentally Appropriate Practice.
- Identify clear teaching objectives and learning outcomes that set developmentally appropriate expectations that challenge and stimulate students.
- Prepare lesson plans, create Project 411s, project frameworks, and develop and implement projects aligning with the Texas State Standards and follow Buck Institute's Gold Standard for projects.
- Maintain a portfolio system for monitoring, assessing, record-keeping and reporting of each student's progress, identifying strengths and weaknesses.
- Obtain benchmarks for each individual student across all content areas. Identify lifelong skills and monitor, record, and report progress within each of these areas.

- Prepare appropriate documentation for parent-teacher conferences as set forth by Administration. Hold two formal parent-teacher conferences and prepare documentation to be sent home reflecting mid-year progress.
- Develop, implement and use effective communication skills to present information accurately and clearly, including keeping parents abreast of classroom happenings, projects and newsworthy information.
- Conduct on-going communication with parents in regard to their child's specific needs and in accordance with Clariden policies and practices.
- Maintain communication records and notify Administration immediately of any personal difficulties with students, parents and/or staff.
- Maintain a professional relationship with colleagues, students, parents and community members.
- Adhere to accreditation, professional, and state standards, Clariden's Guiding Principles, Clariden's Employee Handbook, school and national policies, and NAEYC's code of ethical conduct.
- Implement a system for individualized curriculum to meet students where they are and build upon identified areas of weaknesses and strengths. Make accommodations to the curriculum as needed to meet the needs of each individual student.
- Maintain good order and discipline that safeguards students' health, safety and well-being. This includes assuring that your classroom is well-maintained, clean and promotes good health and development.
- Take necessary and reasonable precautions to protect students, confidential information, equipment, materials and facilities.
- Attend school events, school and staff meetings, parent meetings, and any special meetings requested by Administration and/or the Board of Directors.
- Actively participate in the development of curriculum, decision-making on preparation of the environment, teaching materials, resources, and professional development. Work collaboratively with colleagues and administration on curriculum development, project development and development of school culture.
- Complete 24 hours of professional development each school year and maintain a professional portfolio reflecting professional development achieved. Professional development must cover a variety of topics relating to child development, educational practices, curriculum, assessment, classroom management, etc.
- Support fellow colleagues, staff, students and administration. Maintain professionalism refraining from gossiping, and from using disparaging remarks about students, staff, parents, administration and Clariden as a whole.
- Ensure effective and healthy involvement of support staff, including parent volunteers, guest visitors and interns.

- Report to work on time, and be available throughout the work-day to promote learning and work with students. Manage personal time in a manner that is respectful to the students and colleagues you work with.

Additional Responsibilities:

- Serve on a minimum of two committees (during the school year) that are responsible for school events or run an afterschool club.
- Serve as committee chair on one of the two committees responsible for school events.
- Provide support and volunteer as needed to develop, implement and promote school activities and programs.

Working Conditions:

- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks and other classroom equipment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all working conditions or responsibilities and duties that may be assigned or skills that may be required.

Please acknowledge your receipt and understanding and return a copy of this job description to Administration.

Employee Name Printed:

Employee Signature:

Date