

Job Description
Elementary Co-Teacher (Grades 1/2)
Lesley Ellis School

General Overview: Design and implement a developmentally-appropriate curriculum for students in an assigned classroom. Oversee all aspects of classroom management, including daily scheduling, parent communication, behavior management, team communication, and the creation of a caring and inclusive classroom community.

Reports to: Program Director

Curriculum Implementation and Planning

1. Assume primary responsibility for lesson planning and implementation of age-appropriate curriculum for individual students and groups.
2. Evaluate the effectiveness of classroom materials and teaching strategies.
3. Participate in the ongoing development of grade level curriculum, make revisions as needed, and develop new units of study as needed.

Physical Classroom Environment

1. Maintain the physical environment so that it is conducive to optimal learning for students. Provide a variety of age-appropriate materials and interest areas.
2. Assume responsibility for classroom budget and purchasing.
3. Assume responsibility for classroom materials and equipment, ensuring they are clean, safe and stored appropriately.

Relationships with Students

1. Take active steps to create a caring and inclusive classroom environment.
2. Provide positive guidance techniques to maintain appropriate behavior.
3. Establish relationships with all students that are based on respect for individual learning styles, developmental stages and temperaments.

Evaluation of Students and Record Keeping

1. Assume primary responsibility for assessing each student's growth, development, and performance.
2. Maintain informal anecdotal records of each student's achievement and progress.
3. Prepare written progress reports two times per year.
4. Keep records of lesson plans.
5. Record student attendance.
6. Assist Director of Admission in evaluation of prospective students.

Relationships with Parents and Faculty

1. Maintain a cooperative working relationship with parents and faculty.
2. Foster open and collaborative communication, decision-making, and problem solving channels between parents, faculty and administration.
3. Participate in school-wide faculty evaluation process.

4. Coordinate and/or participate in team meetings to discuss needs of individual students, curriculum planning, and other classroom team issues, as needed.

Health and Safety

1. Maintain awareness of basic health, nutrition, and safety management procedures of the school and report all health and safety concerns to the Head of School or Nurse.
2. Alert school nurse of medical problems and accidents when they occur.

Professional Development

1. Participate in professional development opportunities offered by the school.
2. Attend faculty meetings.
3. Participate in conferences, workshops, and courses for professional development.

General

1. Maintain a manner consistent with the school's commitment to honest, direct communication between all members of the faculty and administration as an essential feature of creating a positive working and learning environment.
2. Demonstrate respect for diversity among faculty and student body. Promote an atmosphere which values diversity.
3. Engage in professional development, collegial conversations, and collaborative curriculum building, to support an inclusive, anti-racist and anti-bias school environment.
4. Other duties as assigned.

Please send a cover letter and resume to our Elementary Program Director, Jenn Young, at jyoung@lesleyellis.org