

Immaculate Conception Elementary School
JOB DESCRIPTION

JOB TITLE: Anticipated Opening Kindergarten - Sixth Grade Teacher / Fall 2022

Exempt: No

Supervisor: [Nancy Ferrarone](#), Principal

SUMMARY:

An elementary school teacher is responsible for creating a welcoming classroom environment. As an educational professional for young children at Immaculate Conception Elementary School, teachers of all grade levels must feel comfortable constructively enforcing school schedules and rules while creating their own lesson plans and providing a nurturing environment where children can learn. Our school supports creative learning and is looking for enthusiastic and motivated educators to fill all anticipated teaching positions.

Teachers at I.C. develop lesson plans and deliver group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create a nurturing environment that emphasizes both academic excellence and the values of the Catholic faith
- Classroom management (approx. 20 students)
- Create age-appropriate lesson plans to include reading, math, science, history and physical education subjects
- Present lessons to the entire class group as well as arrange for small group learning stations based on educational themes to address a variety of learning styles
- Teach students social skills, academic concepts, how to follow a schedule and how to comply with rules in individual and group settings to prepare for elementary education
- Make student observations regarding their strengths, abilities and areas of improvement, and report to parents and specialized educators if necessary for further testing and intervention
- Teach and enforce individualized classroom and playground rules for order and safety in the school
- Cooperate and collaborate with school administration to satisfy school objectives
- Manage student behavior for the purpose of providing a safe and optimal learning environment
- Create a classroom environment that fosters growth and learning
- Maintain records of student work and development; create progress reports and report cards
- Collaborate with tutors/specials teachers/title one
- Monitor students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment

QUALIFICATION REQUIREMENTS:

All Kindergarten through Sixth Grade teachers must have the patience to work with students who need to be taught a fact or skill several times before they can comprehend or perform it. Excellent communication skills are also necessary for all teachers to be successful in directing students, collaborating with other school professionals and reporting progress to parents. In order to be successful in this position, teachers must understand how to motivate and communicate with children, as well as how to efficiently address behavioral problems. Teachers should also be well-versed in current teaching trends and approaches and able to tailor their teaching methods to the needs of a specific individual or class.

The requirements listed above are representative of the knowledge, skill, and/or ability required. **New York State Teaching Certification is required.** (Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position).

Approved: _____
Employee Date

Supervisor Date