



SAINT EDMOND'S ACADEMY

JOB DESCRIPTION

LOWER FORM TEACHER (GRADES PK-4)

DEPARTMENT: Faculty

SUPERVISOR: Principal

REVISED: January 2023

OVERVIEW: Saint Edmond's Academy, an all-boys Catholic, independent school seeks a creative and committed lower school teacher. Responsible for teaching students in a self-contained classroom, the lower form teacher will join a caring, highly qualified, and dedicated faculty whose mission is to educate both the heart and the mind of their students.

ESSENTIAL RESPONSIBILITIES:

1. Support the mission of Saint Edmond's Academy, fostering the Catholic and Holy Cross identity of the school community.
2. Serve as a member of the Lower Form Faculty (Grades pre-K-4).
3. Create a positive, nurturing classroom community.
4. Develop and implement an age-appropriate curriculum that promotes student inquiry and active learning.
5. Provide differentiated instruction to support all learners.
6. Collaborate with the Director of Admissions and Marketing to promote the school.
7. Attend Saint Edmond's Academy's Open House and other school-wide events.
8. Maintain clear and regular communication with families to provide updates about the class and their student(s).
9. Participate in school sponsored professional learning throughout the year.
10. Collaborate with colleagues, administrators and other members of the school community.
11. Foster an atmosphere of respect, care, and community among the students.
12. Demonstrate a passion for elementary education and lifelong learning.
13. Assumes other duties as delegated by the Head of School and Principal.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Elementary Education or related field.
- Desire to design and implement curricula across content areas.
- Strong understanding of and passion for best educational practices.
- Ability to express ideas clearly in both written and oral communications.
- Ability to independently plan and organize one's own activities.