



Elementary Teacher - Job Description Roxborough Christian School

I. POSITION SUMMARY

Responsible for developing and implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled in your class, while teaching a Christian academic curriculum at the grade level outlined in your hiring letter.

II. RESPONSIBILITIES AND DUTIES

1. Report directly to the Head of School and meet with the other teacher(s) and aide(s) to develop weekly plans and activities.
2. Meet with the Head of School to review curriculum implementation plans and activities and evaluate program's effectiveness.
3. Follow the RCS assessment calendar with fidelity.
4. Attend all staff meetings and in-service time called at RCS.
5. Keep knowledge in the field of Early Childhood and Elementary Education current and attend professional development training when scheduled.
6. Responsible for assisting with the implementation of developmental, behavioral, and sensory screenings within the schedule mandated by regulations and performance standards.
7. Submit weekly lesson plans before the start of school each Monday and upload them to TeacherEase.
8. Record daily attendance by 10am on TeacherEase. Report any absences or lateness's to the Administrative Assistant.
9. Develop a positive relationship with each child and promote the development of self- esteem and self-discipline, and encourage positive, respectful relationships with fellow students.
10. Observe each child daily to assess skills, interests and needs and record this information to facilitate learning and growth.
11. Maintain records on each child's progress and development for the purpose of planning and measuring improvement and compliance with state standards.
12. Maintain, track and record student progress including average grades and narratives for each subject and distribute report cards electronically to families. (At least 3 progress reports will go home annually, and may include interim reports as needed).
13. Responsible for recording and record keeping of information required to document the growth and development of children.
14. Review with the Head of School, support staff, and other faculty as needed, the progress of each child and develop written plans to promote each child's growth and development.
15. Work with the Head of School and fellow faculty and staff in planning and participating in all-school activities such as performances, chapel, community meeting and special events.
16. Establish a positive relationship with each child's family and share information about the child's day at school on class dojo.
Class dojo requirements:
 - one photo and/or class update daily
 - Respond to messages within 24 hours or ask the HOS to respond if support is needed
 - Utilize class dojo points daily in order to cultivate a classroom environment incorporating positive reinforcement.

14. Responsible for coordinating and working closely with parents, including the scheduling of any parent conferences via Class Dojo, email or Signup Genius.
15. Conduct individual parent conferences at least two times a year to discuss each child's growth and development.
16. Help parents to understand the curriculum and find ways to involve parents in the daily program. (This should include but is not limited to home connection projects, parent newsletters, parent meetings, phone calls, emails, etc.)
17. Help to maintain the facility in a safe, clean and satisfactory condition
18. Set up and maintain a well-organized, safe, clean and attractive classroom environment that is organized and free of clutter and conducive to the optimal growth and development of children. This includes all daily clean-up, wiping and/or sweeping that may need to be done.
19. Have a minimum of 3 emergency lesson plans on file available at any time for a substitute.
20. Provide day-to-day supervision and support to teacher assistants, teacher aides, substitutes and volunteers, which include sharing daily program plans and discussing goals for children.
21. Assist the Head of School in providing orientation and training for substitutes and volunteers.
22. Attend two PA led activities, two fundraising event (i.e. Fall Fling, Dance-a-Thon) a year (meeting outside of school hours) and 1 weekend open house if scheduled.
23. Support and attend all-school performances (i.e. Christmas Pageant, Talent Show, Graduation).
24. Participate in the planning and implementation of all-school initiatives, special event days and two mini-course offerings a year.
25. Support the Head of School in ACSI accreditation requirements as it relates to curriculum and instruction.

III. QUALIFICATIONS

1. Maintain requirements required by ACSI accreditation. Listed [here](#) (provisional valid for 2 years).
2. Be a graduate of an approved 4-year college or university with a Pennsylvania teaching certificate in elementary education to teach grades K through 6, or a Pennsylvania early childhood certificate to teach grades N through 3.
3. Be a graduate of an approved 4-year college or university and shall apply for a private academic teaching certificate by submitting documentary evidence of the successful completion of a minimum of 18 semester hours in the theory of elementary education or be a graduate of an approved 4-year college or university and submit documentary evidence of a minimum of 2 years of successful teaching experience in a public, nonpublic non-licensed or accredited elementary school.
4. Active in a local congregation consonant with RCS Christian mission.
5. Have all PA background and child abuse clearances completed with results provided to the school board before the date-of-hire.
6. Maintain a valid CPR and first aid certification.
7. Ability to relate positively to young children, parents, and staff.
8. Strong working knowledge of state standards for education including monitoring and evaluation of student progress.
9. Demonstrate success in working as a member of a team.
10. Effective and strong communication skills (oral and written).
11. Demonstrate an ability to work successfully with community-based agencies and building partnerships.
12. Demonstrate supervision skills of students, volunteers, and possible assistants.
13. Up-to-date physical within 1 year and TB results

IV. PHYSICAL CAPABILITIES

1. Be able to lift 25-30 lbs.
2. Be able to walk, squat/kneel, sit on the floor, see, hear, and speak with children to ensure children's health and safety.

V. School Hours

Roxborough Christian School Hours will run from 8:00am-3:30pm. The teacher must be in the building by 7:45am to assist with carline and may not leave until after the last student is dismissed. It is the responsibility of the teacher to commit appropriate preparation time for their classroom and cooperating teachers regarding lesson and school planning. The teacher must attend a weekly faculty meeting until 4:30 PM on the designated weekday.

VI: Compensation:

1. Salary: Your salary will be payable semimonthly.
2. Medical Reimbursement Expense: You will receive up to \$4000 in medical reimbursement expenses which we encourage be used to buy private insurance if needed.
3. There are no other health or retirement benefits provided.