

# St. Paul School



A **Lumen Christi** Academy

## **JOB DESCRIPTION**

Under the direction of the principal, serve as a Transitional Kindergarten classroom teacher planning, delivering and assessing instructional lessons aligned with the California common core standards-based curriculum for transitional kindergarten.

## **TEACHING DUTIES AND RESPONSIBILITIES:**

- Engages and supports all students in learning.
- Creates and maintains effective environments for student learning.
- Knows, teaches, and acts consistently in accordance with the philosophy, objectives and policies of the school as well as the Lumen Christi Academies and Diocesan policies and regulations.
- Strives to teach Christian values by personal example as well as by explicit instruction in the manner that nurtures and guides students with great consideration for the “Whole Child” and needs of each individual child as well as the class as a whole.
- Performs teaching duties in a competent, professional, and Christian manner.
- Understands and organizes subject matter for student learning.
- Plans instruction and designing learning experiences for all students at the appropriate developmental level.
- Regularly assesses student learning in several ways.

## **QUALIFICATIONS:**

Must have a Bachelor’s Degree

A valid California elementary or multiple subject teaching credential preferred or Associates Degree in Early Childhood.

Possess organizational skills with expertise in formulating curriculum.

Has knowledge of subject matter commonly taught in preschool and elementary school.

Utilizes appropriate, creative and engaging instructional strategies to insure student success.

Criminal justice fingerprint clearance and TB test clearance.

- Is able to plan appropriate instructional/learning strategies and activities, including determination of appropriate principles of learning, classroom organizational structures, and kind and level of materials.
- Successful experience working with 48-60 month old elementary/Kindergarten school students in a self-contained classroom.
- Possess organizational skills with expertise in formulating curriculum.
- Implements an instructional program which provides appropriate learning experiences for each student.
- Manages the behavior of learners in instructional setting to ensure environment is conducive to the learning experiences for each student.
- Utilizes a variety of instructional materials and available multimedia and computer technology to enhance learning.
- Knowledge of grade-level content and assessments.
- Ability to use an electronic white board in an instructional setting.
- Ensures ongoing communication with parents, both written and oral, to keep them informed of student(s) progress.
- Manages allotted learning time to maximize student achievement.
- Assigns work to and supervises instructional assistants and parent volunteers if applicable.

- Ensures classroom and/or instructional environment is attractive, healthful, safe and conducive to learning and that materials are in good condition and assessable to students.
- Supports and participates in school wide student activities, social events and approved fundraising activities.
- Monitors student behavior in non-instructional areas as assigned or required and intervenes to control and modify disruptive behavior, reporting to administrator as appropriate.
- Collaborates with colleagues, grade-level partners and administration sharing plans, projects and information.
- Communicates with staff and administration regularly.
- Is comfortable building relationships with students, staff, parents and administration.
- Continues to develop as a professional educator.