



St. Philip's Episcopal School Employment

Elementary Educator

Job Description

Updated July 13, 2020

Position for Hire: Elementary Educator

St. Philip's Episcopal School is currently seeking a full-time elementary teacher for the 2020-2021 academic year. The application deadline is August 1st, 2020.

Mission Statement

St. Philip's Episcopal School seeks to foster growth in academics, character, and spiritual morality through a challenging academic environment & nurturing Christian atmosphere.

School Identity

Over the last 66 years, St. Philip's Episcopal School has grown to become an academic leader in the community. Presently, St. Philip's has three preschool classes, three Pre-K classes, and one each of kindergarten through sixth grade classes. In addition, an extended care session is offered for parents who need after school care for their children. Early morning drop-off is also available.

St. Philip's is proud of our curriculum that challenges students above and beyond normal standards in elementary education. Our students successfully integrate reading, writing, Spanish, mathematics, and citizenship beginning in Kindergarten. We believe that students can achieve more than public standards expect. Through numerous foundations, endowments and fundraising, St. Philip's has recently focused on reinforcing our strong curriculum through the utilization of modern technology and science.

Central to our mission as an Episcopal school, we foster our student's spiritual formation through daily chapel services and classroom lessons on moral decision-making. Our parents, staff, and students follow through on our calling as Christians by donating resources and time to others in need.

Job Description

The elementary teacher will educate and supervise an assigned class or similarly aged students. The teacher will be responsible for designing, planning and executing the assigned curriculum within the parameters of our school mission, academic standards and values. In addition, the teacher is responsible for the supervision, discipline and mentoring of students at St. Philip's Episcopal School.

Responsibilities

Student and School

- Educate and supervise each child assigned to class to the best of your abilities.
- Keep accurate attendance
- Keep progress and permanent records of student performance
- Maintain proper classroom discipline
- Train children to use and respect all classroom materials
- Keep a clean, tidy, and engaging classroom environment
- Model positive and proactive attitudes, behaviors and language

Curriculum

- Develop age appropriate art curriculum that challenges and grows students
- Write and post lessons plans for each week
- Collaborate and innovate with fellow teachers to grow students' academic engagement and accomplishments

Other

- Interact professionally and appropriately with parents, teachers, and school staff.
- Be available to help the school when needed in other departments, etc.
- Attend regular teacher's meetings, PTO meetings, specially called meetings and all other designated school events.
- Arrive on time and prepared for individually assigned schedule.
- Be receptive to annual performance evaluation and evidence a willingness and action to grow in your professional career.
- Comply with all school and staff policies and procedures

Qualifications

Background and Educational Experience

- Classroom experience; elementary level education preferred
- Bachelor's degree in education preferred but not required
- Experience in managing classroom supplies and staying within allotted classroom budget

Professional Experience

- Excellent written and verbal communication skills
- Ability to work as a team with other instructors and school administration

Other

- Compatibility with the spiritual life and education of the school and its church

Compensation & Scheduling

The position is full-time year contract position starting in August 2020 and ending in May 2021, with the possibility of contract renewal for the following school year. Individual may be asked to assist with school events, etc. beyond normal classroom hours. Compensation fits the standard salary range for an elementary teacher at a private institution.

Application

Submit the following by email to St. Philip's Episcopal School Head of School, Alan Lenz at schooloffice@spepiscopalschool.org by August 1, 2020.

- Cover letter
- Completed application form
- Current resume

Contact the above email with any questions about the position.