



Division:

Primary Division

Job Title:

Primary Division Teacher

Description:

Casady School invites applications for the position of Primary Division Teacher to begin in August 2022.

Essential Expectations

(Personal Commitments)

- I support the mission of the school.
- I prepare and deliver instruction that inspires all learners.
- I create an atmosphere both inside and outside the classroom where students and colleagues feel safe, respected, and confident.
- I find ways to make it obvious to all students and colleagues that I wish them success every day, both inside and outside the classroom.
- I present myself each day in ways that will be seen by students as consistent, approachable, and reliable.
- I appropriately carry out specific assignments and directives as determined by the school.
- I uphold professional standards of personal presentation, punctuality, professional courtesy, and discretion.
- I authentically engage in self-reflection and annual development of a growth and renewal plan based on the *Characteristics of Professional Excellence*. This includes written goals in Folio and progress toward those goals.
- I honor the confidentiality of school and student information.
- I understand it is my responsibility to read, understand, and comply with the policies and procedures as articulated in the school's Faculty Handbook.

The above statements are intended to describe the general nature of expectations. They are not intended to be an exhaustive list of all duties, responsibilities, and skills.

Qualifications

- Bachelor's degree in Early Childhood Education, a master's degree in Early Childhood Education preferred. Montessori Certification or willingness to pursue Montessori Certification through an approved program is required.
- Ability to ascertain which students need immediate assistance and to act accordingly.
- Basic computer skills.

Additional Functions *(some or all may be required)*

- Has a fundamental understanding of and appreciation for the Montessori method of teaching.
- Work full-day schedule as assigned from Primary Division Director.
- **Active Listening** - Give full attention to what students are saying, take time to understand the points being made, and ask questions as appropriate.
- **Active Supervision** - Make sure that children under care are accounted for and engaged in safe activities.
- Facilitate parent conferences three times a year and report three times a year by the homeroom teacher to the parents.
- Responsible for assistance in some ways during lunch, playground time, and/or carpool procedures.
- Attend divisional meetings, admissions and testing events, in-service days, and participate in other school activities.
- The faculty member will take an active role in pursuing new learning to stay current on best practices.
- **Learning Strategies** - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Faculty members are expected to seek out and participate in Faculty Studies opportunities either approved by or directed by the Division Director.

Contact:

All qualified and interested candidates should email a cover letter and resume to Clint McEwen, Primary Division Director, at mcewenc@casady.org.