



Position Title: Second Grade Teacher
Department: Lower School
FLSA Classification: Exempt
Reports to: Interim Head of Primary and Lower School
Full/Part Time: Full Time
Date Modified: August 3, 2023
Start Date: August 2023

About St. John's

St. John's is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eight. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not only as a school but also as an exceptional community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community. Do you dream of becoming the best educator you can be? Of coming to work each day with a sense of mastery, belonging, and purpose? Of working with fun, collegial, collaborative, growth-minded professionals? If so, you could thrive at St. John's.

Position Purpose

This full-time position requires the teacher to teach all core subject areas to second grade in a self-contained classroom of approximately 18 students and collaborate closely with a grade-level team of two other teachers. The teacher will create and support a classroom environment that values project-based learning, collaboration, and differentiated instruction within a nurturing environment founded in the principles of Responsive Classroom. Students have access to School-owned iPads on a 1:1 basis, and teachers are expected to leverage technology, when appropriate, as an integral part of the learning experience.



Key Accountabilities

- Integrating the teaching of the core subject areas: reading, writing, spelling, handwriting, math, science, and social studies.
- The teacher is responsible for supervising students within the classroom and other assigned areas. Working hours are 7:30 a.m.-4:00 p.m. on M, T, Th, F and 7:45 a.m.-4:45 p.m. on Wednesday. Occasional evening or weekend presence at school events may be required.
- Assess students' skills using a variety of measures while teaching study and test-taking skills.
- Foster a culturally competent classroom by establishing and maintaining a respectful and conscientious environment.
- Collaborate with vertical team members to ensure second-grade curriculum continuity between second and third grade. The vertical team monitors and advances the quality of the overall program and the progress and success of students.
- Participate in continuous curriculum evaluation and collaborate with grade-level peers and integrated arts, drama, and outdoor education specialists to extend and enrich the curriculum.
- Maintain curriculum documentation in accordance with Lower School division requirements.
- Understand and meet the developmental and academic needs of second grade students of varying academic, social, and emotional abilities. Differentiate instruction to meet individual student needs.
- Adapt instructional strategies to accommodate the needs of students with diagnosed learning differences according to the accommodations outlined on Student Support Plans.
- Provide feedback to students and parents using a variety of tools including quarterly skill reports, goal setting conferences with students, in-person and video conferences, phone calls, emails, and one-on-one meetings. The teacher is expected to write thoughtful, meaningful, and well-articulated comments that reflect students' progress and give specific direction for growth.
- Maintain daily lesson plans and effectively use the Student Information System, Learning Management System, and various other online tools. The teacher is expected to electronically record attendance, gradebooks, and reports.
- Attend and contribute to regular grade-level, vertical, divisional, and all-employee meetings.
- Fulfill other duties as assigned, such as lunch, recess, and carpool duty.



- Adapt curriculum and instructional modalities as necessary based on whether learning is taking place on campus, at home or in a hybrid/blended environment. Demonstrate technical proficiency and the ability to plan, organize, teach, and communicate in person, to a blended in-person/online class, and in synchronous and asynchronous online environments.
- Assist with the planning of and participation in second-grade field trips.

Opportunities and Challenges

The second-grade teacher plays a pivotal role in the life of a St. John's student. The teacher is a member of the team that helps students develop the habits, skills, and attitudes they will continue to hone as they progress through Lower School. The teacher must:

- Model the St. John's Code of respect, responsibility, honesty, and care.
- Demonstrate clarity in verbal and written communication.
- Demonstrate strong listening skills.
- Embrace the School's Episcopal identity, ethos, and commitment to respecting the dignity of each individual.

Growth Mindset

- Collaborate with colleagues on the development of curriculum and practice of instructional strategies.
- Leverage the knowledge, skills, and abilities of the Student Formation Team in support of students' academic, social, and emotional needs.
- Pursue growth in relevant technology skills.
- Network with peers at other local and national independent and Episcopal schools.
- Demonstrate commitment to personal and professional growth. Able to meaningfully receive, reflect on, and apply feedback to one's professional growth.
- Attend conferences and professional meetings to remain current with grade-level curriculum, instructional strategies, culturally responsive instruction, and social and emotional learning.

Qualifications

- A bachelor's degree is required; an advanced degree is preferred.



- A minimum of five years of experience teaching elementary grades. Independent school experience is preferred.
- The ideal candidate will be a creative, confident, organized, independent teacher who is comfortable working with a collaborative team to design and implement an integrated program using the assigned curriculum.
- Additionally, a demonstrated commitment to continuous professional growth is expected.
- The candidate will possess strong oral and written communication skills necessary to write trimester report comments, maintain regular email correspondence regarding instructional program and student progress, as well as conduct effective parent conferences.
- Second grade students have access to a class set of iPads, so the candidate should have strong technology skills and be comfortable using the iPad as an integral part of the learning environment.
- Demonstrated ability to design and deliver lessons in hybrid/blended and online learning environments.
- Experience with Responsive Classroom preferred.
- Must meet minimum technology proficiency standards, including the ability to work in online Student Information and Learning Management Systems, to schedule and conduct classes via Microsoft Teams and Zoom, and to use the Microsoft 365 suite.

Physical Requirements

- Ability to lift approximately 30 lbs.
- Ability to work for extended periods of time, including weeknights and weekends when required.
- Ability to work with children and adults in indoor and outdoor settings, including on overnight camping trips.
- Ability to work in on-campus, home, and field trip settings.

How to Apply

For questions, more information, or to submit your letter of interest, resume, and application in PDF format, please contact:

Mrs. Sue Trumbo, Chief People Officer



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214-328-9131 x107

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.