



**ST. MARK'S  
EPISCOPAL SCHOOL**

*A Community Engaged*

**Job Description  
Fourth Grade Teacher**

St. Mark's Fourth Grade Teacher is a crucial position for the students, families, and faculty at St. Mark's Episcopal School. While this position encompasses many different duties, its primary function is to plan, organize and implement an appropriate Fourth Grade instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

**Duties:**

- Maintain an organized and engaging classroom environment supported by nurturing, caring teachers
- Plan, prepare and implement activities to meet the physical, emotional, intellectual and social needs of children who are nine turning ten years old
- Collaborative lesson planning is required for a well-designed fourth grade program. On a weekly basis, each teacher should share their individual plans for the subject area that they teach both classes. Together, the team should select and plan the lessons for subjects that they both teach in their homerooms. Grade level events, field trips and assignment menus should be developed as a team.
- Prepare and provide a weekly newsletter for parents highlighting grade level activities, curriculum topics and a classroom calendar of events
- Inform parents of weekly homework assignments in a timely consistent manner, either by email with an attached homework menu or by posting on RenWeb
- Provide math instruction based upon the anchor program, Everyday Mathematics, and supplemented by lessons and activities that enhance, remediate or extend the learning of the students
- A balanced literacy program will serve as the foundation for language arts. This program will follow the agreed upon methodology, such as Readers and Writers workshop along with Words Their Way and other elements for building a strong literacy foundation.
- Technology skills are required in the following areas: MS Word; use of document cameras and interactive white boards as available; laptops and iPad knowledge should be acquired and used for integrated projects under the direction of the technology teacher
- Technology projects should be continuously integrated into the curriculum
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Regularly review materials and order new materials as needed
- Instruct and monitor students in the use of learning materials and equipment
- Observe and evaluate students' performance and development

- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Prepare and discuss each student's academic progress, development of work habits and social/emotional skills with parents at the fall and winter parent conferences
- Communicate student concerns with parents through the appropriate channels (email, phone call, parent conference)
- Update all necessary records accurately and completely
- Maintain appropriate classroom supervision for third grade children, guiding and redirecting their behavior as needed
- Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers
- Supervise play areas, the restrooms, lunch and dismissal on a regular basis
- Supervise and assist children with physical needs and personal hygiene as needed
- Take morning attendance
- Escort students to chapel

**Other Duties:**

- Participate in school meetings and parent conferences
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Keep up to date with developments in subject area, teaching resources, and methods and make relevant changes to instructional plans and activities
- Maintains professional competence by attending staff development programs, curriculum development meetings, and other professional activities
- Work directly with the faculty on instruction and planning
- Regularly update curriculum on Atlas Curriculum Mapping program
- Participate in and/or support student and parent activities designed to involve the faculty and staff
- Provide materials for substitute teachers
- Other responsibilities as assigned

**Physical Requirements and Work Environment:**

- Works in a sometimes highly stressful environment dealing with a wide variety of challenges
- Ability to sit and stand for extended periods of time
- Physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold

**About St. Mark's Episcopal School:**

The community of St. Mark's Episcopal School celebrates the uniqueness of each child. We are stewards of our students' intellectual curiosity, faith, and passion for discovery. We cultivate joy, playfulness, and growth in a child-centered environment.

Located in the West University Place neighborhood of Houston, St. Mark's serves 485 students from two-year-olds through 8th grade. St. Mark's is an engaging community of learners where the school

partners with its families in preparing each student for the path that lies ahead through a stimulating, whole-child school experience. Through offerings in athletics, performing and visual arts, technology, Spanish, and a robust curriculum, St. Mark's prepares its graduates for the many high school options Houston offers, and successfully places its students in high schools which best fit each.

St. Mark's is an Episcopal school, and as part of the St. Mark's Episcopal Church parish, is known as a community environment and second home to over 350 families. The school is committed to its positive relationship with families, believing strongly in the power of a fully engaged dynamic between school and home. As a place where children are known, teachers understand what it means to meet children where they are, which plays a crucial role in fostering each child's spirit.

Interested candidates can apply by completing our [online application](#).