



# Job Description: Elementary School Teacher

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Position Title	Department	Reports to
Elementary School Teacher		Marja Brandon
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	August 14, 2017

## **OVERVIEW OF WOODLAND SCHOOL**

Located just west of Stanford University, Woodland is an independent day school that offers a balanced approach to learning in a diverse and inclusive environment for approximately 300 students in early childhood through 8th-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

We believe that students learn to their potential when they are inspired. With rich content and an emphasis on student-driven projects, students are empowered and encouraged to be active and engaged learners. Our teachers provide an education that is both challenging and supportive. They work to ensure that students become active and curious learners – and are both local and global citizens fully prepared for future endeavors and challenges.

Woodland School’s faculty embodies the values of academic excellence, a diverse and authentic community, and strong character building. We focus on character building because it takes both strength of mind and heart to live with integrity, to find one’s passions, and to create meaningful change in the world.

Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by introducing them to the latest knowledge and best practice in pedagogy, curriculum development, educational technology, and student assessment.

## **POSITION OVERVIEW**

Responsible for instructing students in an elementary school by creating lesson plans, administering praise and constructive criticism, instructing students on subjects such as science, literature, math, physical education, library, music, art, humanities, and foreign languages.

## **POSITION SPECIFICS**

1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
2. Observe and evaluate students' performance, behavior, social development, and physical health.
3. Prepare materials and classrooms for class activities.
4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
5. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

6. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
7. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
8. Assign and grade class work and homework.
9. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
10. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
11. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
12. Guide and counsel students with adjustment and/or academic problems, or special academic interests.
13. Prepare and implement remedial programs for students requiring extra help.
14. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
15. Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
16. Enforce administration policies and rules governing students.
17. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
18. Meet with other professionals to discuss individual students' needs and progress.
19. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
20. Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
21. Collaborate with other teachers and administrators in the development, evaluation, and revision of elementary school programs.
22. Prepare reports on students and activities as required by administration.
23. Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
24. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.
25. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
26. Attend staff meetings, and serve on committees as required.
27. Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
28. Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
29. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
30. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

We seek a dynamic teacher who inspires students and who works collaboratively and creatively with colleagues in various curricular areas and divisions. Candidates should be passionate about teaching and have a love for the students.

- Bachelor's degree, a teaching certificate or credential or equivalent professional experience which would translate to successful classroom teaching. Advanced degree preferred but not required.
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents.
- Excellent verbal and written communication skills are required.

- Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment and instructional strategies.
- Promotes the use of multiple methods in solving problems, identifying more efficient strategies and generalizing principles to a broad variety of applications.
- Encourages collaborative teamwork in the classroom, teaching students to communicate effectively and thoughtfully, justify their reasoning and to consider multiple perspectives when solving problems.
- Invests in the life of the school by participating in the advisory program, social and emotional learning, weekly department meetings and multidisciplinary team meetings, anti-bias training, and any and all aspects that support the student experience.
- Demonstrated professional behavior, including discretion, judgment and integrity.
- Effectively interacts with a diverse population of students and faculty.
- All prospective employees must be able to clear a background check, LiveScan fingerprinting and TB screening.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

### **HOW TO APPLY**

Candidates for this position should submit a cover letter, resume, and contact information for three to five references. Please combine all documents into a single PDF and send to [HR@woodland-school.org](mailto:HR@woodland-school.org).

### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.*

[www.woodland-school.org](http://www.woodland-school.org)