



ELIJAH HOUSE ACADEMY

becoming

Position Description for Transitional Kindergarten (TK) Teacher

Position Summary:

For the 2018-19 academic year, EHA is looking for a lead teacher with strong leadership skills who has a passion for, and hopefully experience with, a Charlotte Mason/classical approach to education. This person will help launch our inaugural TK class. This class will be comprised of no more than 12 younger five-year-old students (turning five between 09/01/18 and 02/28/19).

Position Reporting Responsibility:

This position reports to the Academic Dean.

Position Requirements/Qualifications:

Anyone who is seeking this position at EHA must:

- Agree with the EHA Statement of Religious Beliefs
- Know and embody EHA's mission, vision, core values, and philosophy of education
- Demonstrate a passion for both teaching and serving in an urban environment
- Demonstrate an understanding of a Charlotte Mason/classical approach to education
- Have three or more years of teaching experience in a Charlotte Mason/classical classroom setting (not required, but strongly preferred)
- Possess a state-issued teacher's license and/or certification through ACSI or an equivalent credential

Position Essential Duties and Responsibilities:

Teacher

- In collaboration with the Academic Dean, design a Charlotte Mason/classical curriculum for the transitional kindergarten program
- Create and/or enhance unit plans for content areas
- Submit weekly lesson plans/daily objectives in a timely manner
- Enter grades into gradebook weekly in order to prepare progress and quarterly report cards in a timely manner
- Collaborate with the assistant teacher



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Classroom Manager

- Execute homeroom duties
- Create a classroom management plan with the approval of the academic dean and execute the plan
- Keep daily records (attendance, behavioral documentation, etc.)

Parent Advocate and Communicator

- Communicate weekly with parents through Monday packets
- Plan and execute parent/teacher conferences when scheduled or when the need arises

Community Member

- Attend mandatory staff meetings, professional development sessions and teacher work days
- Attend the following extra-curricular events: home visits, fall festival, gala, and graduations
- Attend extra-curricular activities when available
- Raise awareness of EHA in personal social networks

Stewardship

- Physical classroom space
- School-issued laptop
- Classroom and playground equipment
- Curricular materials