



ELIJAH HOUSE ACADEMY

becoming

Position Description: Lower School Teacher

Position Summary:

EHA is searching for an experienced lower school (2nd, 3rd, 4th) teacher who believes in and embodies our Philosophy of Education (based on Charlotte Mason/classical approach) such that his or her curriculum and instruction cultivate within our students a love for learning. This teacher will be responsible to cultivate a classroom atmosphere of delight and duty where such a love for learning and good habits can be formed.

Position Reporting Responsibility:

This position reports to the Dean of Academics.

Position Requirements/Qualifications:

Anyone who is seeking this position at EHA must:

- Understand and be in agreement with the EHA statement of religious beliefs
- Understand and be in agreement with EHA's mission, vision, values, philosophy of education and student formation beliefs
- Hold a bachelor's degree
- Demonstrate a passion for both teaching and serving in an economically and technically diverse environment
- Demonstrate an understanding of a Charlotte Mason/classical approach to education
- Preference will be given to candidates who have teaching experience, especially in a Charlotte Mason/classical classroom setting
- Preference will be given to candidates who hold a teaching license and/or certification

Position Essential Duties and Responsibilities:

Teacher

- Create and/or enhance unit plans for content areas



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- 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

Classroom Manager

- Execute homeroom duties
- Create a classroom management plan with the approval of the Dean of Students 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 mandatory extracurricular events

Stewardship

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