



# Claremont Christian Academy

## Early Elementary Classroom Teacher

**General responsibilities:** The Early Elementary Classroom Teacher is responsible for the spiritual and cognitive/academic growth of all children in their care, utilizing the curriculum provided by CCA.

### Accountability

The Classroom Teacher is accountable to the Building Principal and Head of School. The Teacher may delegate specific duties to Assistant Teachers and Substitutes as appropriate; however, the responsibilities for the duties remain with the Teacher.

### Specific Duties

- Develops weekly plans, instructional units, and implements age appropriate curriculum for academic and Bible learning activities to nurture and stimulate all domains of children's development in their care. Conduct formative and summative assessments to determine progress and adjust instruction as needed.
- Communicates childrens' academic, social and spiritual levels to school and home through the use of progress reports, grades, report cards, etc.
- Is a Christian role model for the children and families. Set the spiritual tone for the children in the classroom.
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Maintains ongoing, open communication with parents/ caregivers.
- Conducts parent conferences to discuss children's developmental progress, needs and interests.
- Assures a healthy, safe, clean and developmentally appropriate environment for children.
- Reports all student and classroom concerns to the Principal in a timely manner.
- Participates in on-going in-service and educational development opportunities as well as fellowship with peers.

## **Qualifications/Attributes/Education Needed:**

- Early Child Development knowledge and experience. Has a minimum of two years of experience in early education, with a preferred four-year Bachelor's degree in Early Education, Elementary Education, Child and Family Studies, Special Education, or similar.
- A commanding knowledge of the normal developmental sequence of phonological awareness, phonics and learning mathematics.
- Must agree to and abide by the Statement of Faith from Calvary Baptist Church and the Lifestyle Standards of Ministers.
- Shows initiative, is self-directed and is an effective communicator that possesses an ability to interact well with parents, peers, and administrative staff personally, digitally and in writing.
- Ability to effectively plan, organize and implement educational activities and to adjust or differentiate to meet the varying needs of students.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- Ability to use technology to record lesson plans, to post grades, maintain student records as needed.

## **Physical Qualifications:**

- Is able to observe, hear, and respond with decisive action to the needs of children, emergencies, or conflicts that might occur on the grounds or within the center.
- Is able to crouch to a child's height and maintain eye contact at a child's level, assist in self-care such as shoe tying, coat zipping, etc.
- Stands tall enough to reach children on play equipment; able to supervise outdoor recess in varying weather conditions.
- Appropriately manages the stress and tension of daily contact with guests and staff.
- Comprehends and communicates orally and in writing using the English language.
- Is able to lift and move portable classroom supplies and equipment.
- Is able to consistently work scheduled hours.