



SPRINGWOOD SCHOOL

Elementary Teacher

Job Title: Elementary Teacher

Status: 10-month, Full-time/Exempt employee (or Non-Exempt Employee)

Date: August, 2023

Reports to: Director of Academics

School Overview

Springwood School is a private, K4-12, college and career preparatory, day and international boarding school led by Christian leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

The program vision of Springwood School is to be a college and career preparatory school with integrated curriculum tracks for both college prep (IQ based programs) and career prep (EQ, soft skill-based programs) and while serving as an entrepreneurial mindset incubator, preparing students to navigate their future careers and transitions.

Position Summary

The elementary teacher is responsible for the education of an elementary class; K4-6th grades. This position reports to the Director of Academics.

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Classroom Preparation
 - Plan, prepare, and deliver academic lessons and instructional materials that facilitate active learning and higher-order thinking. Develop lesson plans, learning activities, and assessments that align to the school curriculum and follow established procedures.
 - Provide a variety of learning tools and resources that support classroom learning objectives and activities.
- Classroom Management and Communications
 - Establish classroom management procedures utilizing best practices that foster a positive learning environment.
 - Maintain a well-designed and structured classroom that fosters student learning and achievement.
 - Establish and communicate clear objectives for all learning activities.
 - Provide appropriate feedback on student learning and academic progress to students and parents.
 - Communicate necessary information regularly to students, parents, colleagues, and administrators regarding student progress and needs.

- **Classroom Technology**
 - Instruct and monitor students in the use of learning materials, equipment, and technology.
 - Utilize relevant technology to support and differentiate instruction.
- **Classroom Assessments**
 - Observe and evaluate student learning and development.
 - Assign and grade classwork, homework, projects, tests, and other assignments that support mastery of the classroom learning goals and objectives.
 - Encourage and monitor the progress of individual students utilizing both formative and summative assessment strategies.
- **Academic Record Keeping**
 - Maintain accurate and complete records of student learning and development following school policy and procedures.
 - Update all necessary records accurately and completely as required by school policy and regulations.
 - Prepare and submit required reports on student learning, instruction, instructional practices, and professional responsibilities.
- **Extra Classroom responsibilities**
 - Participate in departmental, team, school, parent, and community meetings.
 - Attend all school functions including but not limited to Open House at the beginning of school, Prospective Student Open Houses, Baccalaureate, and Commencement.
 - Serve in assigned roles at school functions and in several co-curricular leadership roles such as athletics coaches, fine arts activity leadership, club or class sponsor and other school functions.

Interpersonal Skills

- Possesses the self-awareness to establish and maintain collaborative, cooperative, and effective working relationships with students, co-workers, and parents.
- Ability to effectively communicate both verbally and in writing.
- Possess the appropriate self-confidence to deal with a fluid environment positively and effectively.
- Possess a strong work ethic that reflects professionalism, respect, and dependability.
- Ability to maintain and build positive and productive relationships.
- Possess an openness to feedback for professional growth.
- Mastery of body language that promotes and supports effective communication.
- Mastery of active listening skills that foster understanding and build trust.
- Possess excellent conflict management skills, including diplomacy, empathy, negotiation, assertiveness, and compromise.

Intellectual Acumen

- Demonstrates initiative and aptitude for learning complex concepts.
- A self-directed learner who seeks out new best practices, methodologies, and emerging technology while seeking to present new ideas in a creative way to ensure full community buy-in.
- Fully embrace 21st century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities.

Planning Skills

- Organize personal time and resources to carry out assigned professional responsibilities.
- Maintain both long-range, weekly, and daily lesson plans to meet curricular learning objectives.
- Arrange and prioritize critical tasks in a logical order.
- Develop schedules and timetables with clear and specific deadlines.
- Establish appropriate assessment measures to determine student mastery of learning objectives and benchmarks.

Technical Skills

- Word processing (Microsoft Office Suite, Google Docs, on the Microsoft Operating System or corresponding Mac Office Suite and Operating System)
- Spreadsheets (Microsoft Excel, Mac Numbers, Google Sheets)
- Electronic presentations (Microsoft PowerPoint, Mac Keynote, Google Slides)
- Proficiency with Smartboard, Promethean Board, and other interactive projection teaching technologies
- Email Management (Gmail or similar)
- Web Navigation
- School Management System (FACTS-SIS [Renweb], Google Classrooms)
- Social Media Management (Facebook, Twitter, Instagram)
- Electronic File Management & Search Engines (Google, Firefox, Explorer)
- Downloading and installing computer software
- Computer-related storage devices (disks, CDs, Zip drives, USB drives, DVDs)
- Scanner technology
- Educational Copyrights
- Computer Security

Qualifications

Education

- A Bachelor's Degree is preferred, from an accredited college or university
- Current Alabama or reciprocal state teaching certification preferred

Experience

- At least years' experience teaching in elementary education
- Previous experience in an independent school environment preferred

Skills and Knowledge

- Excellent professional, organizational, verbal, and written communication skills
- Proficient in Microsoft Word, Excel, and Outlook
- The ability to successfully multi-task and function in a fast-paced school environment

Other

- Ability to serve in a full-time, 10-month role

Key Relationships

Internal

- School Colleagues
- Director of Academics
- Head of School

External

- Parents
- Springwood School Stakeholders
- The Valley and neighbor community stakeholders

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

For More Information

Please visit our Springwood School Careers page at
<https://www.springwoodschool.org/my-wildcats/employment.cfm>

Springwood School uses site-based hiring practices and as such Administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted.

For more information on this position contact the Head of School at
headofschool@springwoodschool.com.