



MANCHESTER ACADEMY

EMPOWERING EXCELLENCE IN EDUCATION

High School Teacher

Position Overview:

An Elementary teacher at Manchester Academy, first and foremost, loves children. A Manchester Academy Elementary School teacher has daily responsibility for the social, emotional, and educational wellbeing of children in his or her care. Consequently, a Manchester Academy Elementary School teacher strives to have a child-centered classroom at all times and should be willing to do whatever is necessary, both inside and outside the school day, to impact the lives of our children. A Manchester Academy Elementary School teacher should also be an expert in his or her field and should understand the nature of academic inquiry. The teacher should be a lifelong learner who has a passion for that which he or she teaches. Finally, a Manchester Academy Elementary School teacher endorses and affirms the mission, vision, and beliefs of the school.

Manchester Academy is a college preparatory school with a Christian foundation committed to educating each student's mind, body, and spirit.

- Work toward the goal of accomplishing the ***Portrait of a Graduate*** in all students.
- Maintain standards of the ***Characteristics of Professional Excellence*** and be intentional about maintaining the culture of Manchester Academy.
- Contribute to the school systems effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives
- Establish and adjust course outlines and objectives by following curriculum guidelines and school goals; modifying plans on the basis of student diagnostic and assessment procedures
- Convey information to students by using language concepts, examples, demonstrations, and teaching aids through such best practices utilizing the integration of technology with subject matter
- Complete educational requirements by scheduling and assigning instructional activities; following up on results

- Assess student learning by preparing, administering, and scoring tests; reviewing and correcting assignments; eliciting student questions and responses; evaluating application of learning to classroom project results
- Maintain student-learning results by providing instructional feedback; coaching; counseling and disciplining students; planning, monitoring, and appraising learning results
- Maintain records by documenting learning accomplishments, attendance, and behavior
- Guide students personal and social development by establishing rules and procedures for administrative matters, student verbal participation, and student movement within the classroom, between classrooms, and within the school building
- Help parents by providing academic information; suggesting available educational and social resources; addressing parents concerns; answering questions and requests
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; participating in professional societies
- Maintain safe and clean working environment by complying with procedures, rules, and regulations
- Conserve resources by using equipment and supplies as needed to accomplish educational results
- Other duties as assigned by the Principal

Qualifications

- **Education:** Mississippi Association of Independent School issued Teachers Certification in area of assignment
- Bachelors degree in education and/or equivalent required subject hours
- **Experience:** Prior experience teaching at the elementary level is desirable.