



MANCHESTER ACADEMY

EMPOWERING EXCELLENCE IN EDUCATION

## Elementary 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.
- Maintain an atmosphere where employee relations are positive, supportive, and collegial
- To plan, prepare and deliver instructional activities that facilitate active learning experiences
- To develop schemes of work and lesson plans
- To provide a variety of learning materials and resources for use in educational activities
- To identify and select different instructional resources and methods to meet students' varying needs
- To instruct and monitor students in the use of learning materials and equipment
- To use relevant technology to support instruction
- To observe and evaluate student's performance and development

- To assign and grade class work, homework, tests and assignments and to design such assessment in a way that allows students to operate on higher levels of Blooms Taxonomy
- To provide appropriate and timely feedback on student work
- To encourage and monitor the progress of individual students
- To maintain accurate and complete records of students' progress and development
- To update all necessary records accurately and completely as required by law and by school regulation
- To prepare required reports on students and activities
- To manage student behavior in the classroom by establishing and enforcing rules and procedures
- To maintain discipline in accordance with the rules and disciplinary systems of the school
- To apply appropriate disciplinary measures where necessary
- To perform certain pastoral duties including student support, counseling students with academic problems, and providing encouragement
- To participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
- To participate in divisional meetings, school meetings, and parent meetings
- To communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs
- To keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- To perform other duties as assigned by the Elementary Principal and/or Head of School
- To support the school and its leadership

Evaluated: An annual written evaluation is provided by the Elementary Principal.

Type of position: This is a contracted, exempt employee that is paid on a salaried basis.

### Qualifications

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- **Education: Requirements Qualifications**
- 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.