

St. Thomas's Day School is a coeducational Day School serving students from Kindergarten through Grade 6. The School welcomes children of all backgrounds, with the belief that children who learn and grow together develop openness and respect for others.

**Title:** Head Teacher; Grade Three

**School Year:** 2016-2017

***Position Summary***

In cooperation with the Administrative Team, the Third Grade Teacher is responsible for developing and implementing the instructional program in accordance with the School's mission, goals, objectives, and philosophy of learning.

***Qualifications***

Advanced Degree (MA/MS preferred) in Elementary Education

Minimum 3-5 years experience teaching students in grades 2-6

Expertise in teaching reading and writing

Knowledge in a variety of approaches to math instruction

Experience creating hands-on developmentally appropriate social studies curriculum

Strong personal and interpersonal skills

***Performance Responsibilities:***

- Teaches language arts (reading, writing, listening and speaking), social studies, and mathematics
- Develops lesson plans and instructional materials and provides individualized, small group and whole group instruction in order to adapt the curriculum to the needs of each student.
- Works collaboratively with colleagues in the development of curriculum, teaching methods and instructional strategies that will help students meet age appropriate challenges across the curriculum.
- Monitors performance and behavior and will keep consistent, reliable records pertinent to the class, including, but not limited to, daily attendance, individual student records, report cards and permanent records.
- Supervises assigned instructional support staff, including, but not limited to, assistant teachers, teaching aids, parent volunteers and student teachers.
- Is responsible for the care and maintenance of the classroom and will maintain an inventory of classroom textbooks, teaching materials, equipment and furniture.
- Attends community meetings, faculty meetings, professional development opportunities and in-service days.

To be considered for the above-mentioned position, please send a letter of interest, resume, personal statement or educational philosophy, and contact information for three references to Gina Panza @ [gpanza@stthomasday.org](mailto:gpanza@stthomasday.org). Please generate all documents in MS Word or a converted PDF file. Applications will be reviewed as they are received, and the position will remain open until filled.

St. Thomas's Day School is an Equal Opportunity Employer.