

OUR LADY OF THE ELMS SCHOOL

2024 - 2025

Position: Full-time, Classroom Teacher – Early Childhood (Preschool/PreK)

Qualifications: Hold a valid Ohio certificate or license, as issued by the Ohio State Department of Education, Division of Teacher Education and Certification, pursuant to ORC 3319.22 to 3319.31, or in accordance with standards authorized by law.

Our Lady of the Elms seeks a creative and enthusiastic teacher. Strong candidates will have working knowledge of Guided Reading Instruction, beginning teaching of numeracy and mathematics, project-based learning (PBL), and be open to dynamic, interdisciplinary, inquiry-based planning, teaching, and assessment.

This position requires a talented educator well-prepared to teach all core subject areas in a self-contained classroom and facilitate higher-level thinking and engage students eager to learn. The successful candidate for this position will communicate effectively and frequently with parents, team members, and administration regarding curriculum, classroom activities, and student progress. A commitment to growth mindset teaching, a love of children and learning, flexibility and a creative teaching/co-learner approach, a positive attitude, and collaborative skills in working with both children and adults is essential. Candidates must be VIRTUS trained.

Candidates for the position should forward a cover letter outlining their interest in and qualifications for the position as well as a resume with names and contact information for three professional references to Ms. Betsy Stewart at bstewart@theelms.org.

EARLY CHILDHOOD SCHOOL TEACHER JOB DESCRIPTION

Responsibilities include, but are not limited to:

Faith Formation

- The ideal candidate is a practicing Roman Catholic; though all applicants will be considered.
- Maintaining the Catholic traditions and Dominican charism of the institution.
- Promoting and supporting the mission, vision, and ideals of Our Lady of the Elms School.
- Assisting in continuing the traditions and ritual activities of the school.
- Assisting in carrying out the social justice and outreach activities of the school.
- Modeling a Christ-centered approach to teaching, learning, and study.

Instruction and Assessment

- Plans and implements a program of instruction that adheres to Our Lady of the Elms School Board of Trustee's philosophy, goals and objectives as outlined in the adopted course of study.
- Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Plans and implements a program of study designed to meet individual needs of students and engages in formative assessment practices.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.

- Encourages enthusiasm for the learning process and the development of good study habits.
- Provides progress and interim reports as required.
- Maintains open and consistent communication with parents.
- Prepares a substitute folder containing appropriate information as required by the principal.
- Recognizes learning differences, works to accommodate various learning styles through differentiated instructional practices and works with colleagues to ensure student success.
- Demonstrates a strong grasp of both math and science as well as problem-based, project-based learning.
- Uses effective oral and written expression.

Curriculum Development

- Is current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
- Assists on the ongoing curriculum revision process, including the revision of written courses of study.
- Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities.
- Integrates and supports extracurricular.

Classroom Management

- Develops, in accordance with school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Provides for the supervision of assigned students when circumstances require a brief absence from the assignment.

Public Relations

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time as well as after school time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains collaborative relationships with other staff members.

Professional Growth

- Continued professional growth through attendance at workshops, seminars, conferences, and/or advance course work at institutions of higher learning. Completes Virtus bulletins in a timely manner.
- Performs continuous maintenance for licensure requirements.
- Cooperates with and attends all in-service opportunities provided by the school and the administration.

- Attends staff, grade level, school and committee meetings as required.
- Attends Open House and other Admissions activities as requested.
- Performs all other duties as required.

Student Evaluation

- Evaluates accomplishments of students on a regular basis using multiple assessment methods such as teacher made tests, samples of students' work, mastery skills checklists, criterion-referenced and norm-referenced tests, and MAP testing.
- Makes appropriate adjustments in the instructional program and/or as required by the principal.
- Experience and knowledge of Project-Based Learning (PBL) is ideal.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Job Type: Full-time**Benefits:**

- 401(k)
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Required)

Work Location: In person.