

Elementary Faculty Job Description

Overview:

Seeking to hire someone who loves working with and supporting young people in a private Christian educational environment. The elementary teacher is expected to create a favorable class environment that promotes student learning and personal growth as well as motivates students to develop the skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education in accordance with each student's ability. This position will work with the elementary faculty team.

Time and Supervision:

- Full-time: Elementary Faculty (10-month school year)
- Reports to the Elementary Coordinator and Administrator

Job Duties/Administrative

- Teach reading, language arts, social studies, math, science, and Bible to students, utilize the curriculum and philosophies adopted by the HMS Board of Trustees and other appropriate learning activities
- Teaches and models good manners, behaviors and character
- Develops lesson plans and instructional materials, provide individualized/small group instruction to adapt curriculum to the needs of students
- Encourages hands-on and active learning
- Establishes and maintains standards of student behavior needed to achieve a positive atmosphere
- Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports
- Communicates with parents through conferences and other platforms to discuss students' progress and school events
- Maintains professional skills through professional development opportunities through school or other institutions
- Supervise students during out-of-classroom activities during the school day such as chapel, recess, lunch, etc.
- Requisition books and instructional aides and maintain inventory records as required

Other Job-Related Duties:

- Attend monthly faculty meetings
- Attend school events and interact with parents
- Serve on faculty committees
- Other duties as assigned

Requirements:

- Bachelor degree or higher or equivalent experience
- PA Teaching Certification preferred
- Provide background clearances
- Collaborative and able to work in a team environment
- Passionate about their relationship with Jesus Christ
- Support the vision, mission and core values of Hinkletown Mennonite School

Compensation:

- Benefits include:
 - Health Benefits
 - Personal/Sick Paid Time Off
 - HMS Student Tuition Scholarship
 - Professional Development
 - Retirement, after one year

Approvals:

Employee Signature: _____

Administrator Signature : _____