

GRAMMAR SCHOOL TEACHER

Job Description



Employee Type: Full-time

Date Prepared: 1/25/2024

Reports To: Director of Grammar School

OVERVIEW: The Grammar School Teacher (GST) works collaboratively with the Grammar School teaching team to foster a welcoming educational environment for students and parents. The GST delivers a high-quality, interdisciplinary, teacher-directed, child-focused curriculum undergirded by the school's mission and educational philosophy. He/she instructs students in subjects such as science, Bible, literature, writing and grammar, history, and math, in order to provide a well-rounded, comprehensive, classical education rooted in a biblical worldview. The GST guides students in cultivating intellectual and personal habits upon which responsible, independent, and productive lives are built, propelled by the belief that such lives are the basis of a free and just society. He/she accomplishes this through the creation of lesson plans, inspiration, positive feedback, and constructive criticism with the goal of promoting intellectual curiosity and Christian formation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Classroom Instruction and Management

- Provide teaching instruction in elementary grade subjects
- Maintain up-to-date lesson plans
- Maintain a clean and orderly classroom at all times
- Grade and return all student work within one week of its original submission
- Participate in non-academic duties as assigned by the Director of the Grammar School (e.g., morning drop-off, afternoon pick-up, lunch monitoring, recess monitoring)
- Participate in regular (monthly, unless otherwise specified) teacher-curriculum meetings
- Provide grade-specific feedback to ACA administration

Partnership with Parents

- Participate in parent-related special events throughout the year (e.g., Exordium, Speech Meet, Christmas Concert)
- Maintain regular communication with parents through weekly updates, progress reports, parent-teacher conferences, and informal interactions
- Respond to parent communications in a timely manner
- Resolve parental concerns
- Learn parent names and greet parents personally as opportunity presents

Support of ACA Mission, Culture and Teaching Efforts

- Model school values and culture
- Lead by example
- Cultivate a solutions-oriented outlook, a mentality of proactive action rather than reaction, a balance of excellence and grace, and a demeanor that glorifies God

- Cultivate camaraderie and team-building with fellow employees

ESSENTIAL SKILLS AND EXPERIENCE

- Bachelor's degree (minimum); Relevant graduate-level work preferred
- Ability to commit to ACA mission, statement of faith, and employee standards of conduct
- Classroom teaching experience (one year minimum)
- Familiarity with Classical Christian education (preferred) and willingness to be trained in classical Christian educational model
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Ability to work well with children, staff, and parents

SALARY AND BENEFITS

- \$40,000-46,000 annual salary depending on experience and qualifications
- PTO: four full days per year (in addition to days the school is closed)
- Sick Leave: five full days per year
- Partially sponsored health and dental insurance plans
- Reduced ACA tuition for dependents
- Employee Continuing Education Tuition Benefit with Colorado Christian University