

Position: Elementary Teacher

Contact, Claire Mueller, Interim Principal

cmueller@nativityhouston.org

Start Date: August 1, 2022

Location: San Francisco Nativity Academy Houston, TX

Description:

MAJOR RESPONSIBILITIES AND DUTIES:

- Teaches in accordance with staff assignment in a Christian private school.
- Displays effective teaching practices.
 - Completes effective lesson plans with immediate and long range goals.
 - Develops lessons appropriately.
 - Uses time effectively,
 - Chooses appropriate materials and activities.
 - Presents subject matter clearly and interestingly.
 - Coordinates and plans with team members, when appropriate.
 - Plans with librarian to provide effective library experience for students.
- Administers the classroom to create an environment conducive to learning.
 - Organizes the procedures for effective classroom management.
 - Organizes the assigned area in an efficient, appealing manner.
 - Provides flexibility for individual and group activities.
 - Practices positive discipline techniques that help students gain self-control and responsibility for their action is.
 - Maintains a positive, accepting attitude in working with students.
- Cooperates with school personnel in providing for student welfare.
 - Supervises behavior and safety of students in classes, between classes and during school-related activities on and off campus.
 - Works with counselors, administrators, parents and other staff members to place students in the most effective educational setting.
 - Instruct students in school safety and emergency drill procedures.
 - Participates in special activities and programs provided for students and parents.
- Initiates communications with parents.
 - Inform parents about programs for students.
 - Makes parents aware if problems arise.
 - Keeps parents informed about student progress.
- Cooperates with appropriate program directors.
- Administers an appropriate record keeping system.
 - Maintains accurate records for student evaluation and progress.
 - Maintains accurate attendance records as required by building, District and state regulations.

- Maintains accurate records for all textbooks, materials, and funds provided by the District.
- Maintains records of parent contacts, conferences, disciplinary measures and referrals to other school personnel.
- Meets required record keeping format and timelines effectively.

- Exemplifies professionalism in behavior and performance.
 - Cooperates with staff and administrators, sharing work willingly.
 - Works with team leaders and principal to benefit from evaluation by using strengths and improving areas of needs.
 - Exemplifies professionalism and creates a positive attitude toward the teaching profession.
 - Promotes understanding of the school programs and policies.
 - Remains current in education and the specific areas of instruction through literature, workshops, conferences, professional organizations and college courses.
 - Adheres to the school Mission.

- Performs other appropriate duties as assigned by the building principal.

WORKING CONDITIONS:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Apply to: cmueller@nativityhouston.org

Educational Requirements: Degree in Elementary Education and Texas Teacher Certification

Years experience: 0-3