



## JOB DESCRIPTION

<b>Position Title:</b>	4th Grade Associate & 5th Grade Math Teacher
<b>Supervisor:</b>	Director of Upper Elementary
<b>Revision Date:</b>	04/20/2022
<b>Classification:</b>	Exempt
<b>Department:</b>	Faculty

### POSITION OVERVIEW:

The 5th Grade math teacher will work in a departmentalized program as part of the 5th and 6th Grade team. This position is responsible for curriculum planning and instruction in 5th Grade math, using the Singapore Math program. The Math teacher also supports innovation, creativity, integration between disciplines and integration of technology use throughout the program. The 5th Grade math teacher will collaborate with the 6th Grade math teacher to ensure alignment throughout the program and will actively seek out opportunities to collaborate with teachers of other subjects. The 5th Grade math teacher will co-lead homeroom and will plan socioemotional, justice, equity diversity and inclusion. Within the classroom, they will establish inclusive communities and tend to the social and emotional needs of students while maintaining a high level of academic learning. This role has potential for growth in the following school year.

As the 4th Grade associate, the teacher will be responsible for supporting our lead General Education and DHH teacher/s with delivering grade-appropriate curriculum to the 4th Grade class. The 4th Grade associate will support the 4th Grade GenEd lead with grading, planning, and delivering content as appropriate. The 4th Grade associate will lead small group learning activities in all subject areas. The 4th grade associate will support social emotional and academic learning, and collaborate with the 4th Grade team in the best interest of all students. Within the classroom, they will establish a joyful, safe and inclusive environment and tend to the social and emotional needs of students while maintaining a high level of academic learning.

*The ideal candidate will:*

- Be an exceptional, caring teacher who is up-to-date on best practices in education and child development
- Have exceptional organizational skills and follow through
- Have the ability to inspire and motivate young children
- Have exceptional social emotional intelligence and interpersonal skills and the ability to teach and lead with empathy
- Be able to manage a diverse classroom - one with a wide range of abilities, interests, and identities.



- Be a collaborative practitioner, ready to work closely with our lead teachers, our student support team, and our Learning Specialist.
- Be excited to work in partnership with parents to support student learning and developmental growth
- Have exceptional written and oral communication skills
- Be an independent problem-solver
- Take initiative and possess the ability to create, innovate, and implement action
- Be a good listener and mentor, setting high expectations while supporting students and parents in achieving their goals
- Be a reflective practitioner
- Be an exemplary role model to students and faculty alike
- Have a positive attitude and an enthusiastic outlook and possess a growth mindset
- Have a good balance of visionary ideas and practical solutions

## **ESSENTIAL DUTIES:**

### *5th Math Teacher*

- Create compelling lessons in Math using the Singapore Math program and other diverse pedagogical methods and projects for two 5th grade cohorts of under 15 students each.
- Work with the Singapore Math specialist and 6th grade math teacher to ensure content spirals effectively from year to year.
- Serve as a member of the upper elementary advisor/homeroom teacher team, which includes planning morning meetings, JEDI/SEL blocks, and other content as needed.

### *4th Associate*

- Support the lead teachers in maintaining records on each child's progress and collaborate in creating oral and written reports of each child's accomplishments.
- Support the 4th Grade GenEd lead with grading, planning, and delivering content as appropriate.
- Lead small group learning activities in all academic subject areas.
- Serve as a curricular lead/co-lead for an assigned subject area

### *As an Echo Horizon Faculty Member*

- Plan and implement a challenging instructional program at the appropriate level of difficulty for each child while meeting grade level benchmarks, differentiating instruction as needed to both challenge and provide support to students as needed



- Use best pedagogical practices and principles of effective instruction consistently in the classroom
- Support the implementation of accommodations for students with identified learning needs
- Create a safe, engaging, and inclusive classroom environment where all children are heard, supported, valued, and respected for their unique identity
- Create a balanced classroom where social emotional learning, character development, and academic excellence are prioritized and valued.
- Maintain records on each child's progress and provide parents with oral and written reports of child's accomplishments
- Utilize standards-based assessment and the JumpRope grading system to track student learning and reflect on instruction
- Conduct parent conferences as scheduled by the school and on an as-needed basis
- Work collaboratively and as a co-teacher with the DHH co-teacher and develop effective techniques of mainstreaming deaf and hard of hearing children into the regular classroom
- Pursue professional development to maintain expertise in teaching performance and to improve in the craft of teaching and child development
- Plan and attend field trips, including overnight events, as relevant
- Attend all assigned faculty/staff meetings, in-services, team, and committee meetings
- Follow school policies and procedures as described in the faculty handbook
- Attend and support School events, including, but not limited to, staff meetings, admission orientations, board/faculty events, professional development days, grade level gatherings, fundraising events, parent teacher conference days, or other days faculty members are required to work
- Assist with carpool, lunch and recess duties as needed
- Cooperate with and support special school-wide events and special activities of Echo Horizon School Parent Association
- Follow school policies and procedures as described in the faculty handbook.

\*Other duties as assigned by the Head of School and Directors

#### **PREREQUISITE EDUCATION, KNOWLEDGE, SKILLS & ABILITIES:**

- Bachelor's Degree required
- Experience in elementary teaching, coursework/degree in Education, Early Childhood, math, or related field
- Experience working with students and supporting them in academic learning



- Exceptional cultural competency skills in order to create a diversity responsive learning environment and to work effectively with a range of students from diverse backgrounds
- Knowledge of Common Core standards, Responsive Classroom, Writers Workshop, and Singapore Math methods a plus
- Ability to work and communicate effectively in a collaborative team environment
- Excellent communication skills, both oral and written
- Ability to support the behavioral and developmental needs of children
- A positive outlook, strong listening skills, a growth mindset, and an enthusiasm for working with young people and their families.
- Curiosity and a love of learning and children
- Knowledge of child development
- Ability to work and communicate effectively and cohesively in a team situation
- Adaptability to changing situations
- Strong written and verbal communication skills
- Proficiency with Mac computers, standard office computer programs and internet use
- Ability to work and communicate effectively in a collaborative team environment
- Excellent communication skills, both oral and written
- Ability to effectively and respectfully handle diverse issues involving parents/guardians
- Ability to support the behavioral and developmental needs of children
- A positive outlook, strong listening skills, a growth mindset, and an enthusiasm for working with young people and their families
- Curiosity and a love of learning and children
- A willingness and enthusiasm to participate and be visible in the Echo Horizon School community
- Up-to-date with best pedagogical practices for elementary school education
- California Multiple Subject Credential or the out-of-state equivalent preferred
- First aid and CPR certification

**This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.**

Echo Horizon School is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance

\*Please send a resume, cover letter, employment application and teaching philosophy statement to: [careers@echohorizon.org](mailto:careers@echohorizon.org)