



JOB DESCRIPTION

Position Title: Classroom Teacher

Supervisor: Head of School

Revision Date: 3/29/2018

Classification: Exempt /12 month

Department: Faculty

POSITION SCOPE: This position is responsible for grade-appropriate curriculum planning and instruction in language arts, math, science and social studies, for innovation, creativity, integration between disciplines and integration of technology use throughout the program. Classroom Teachers at a grade-level will plan curriculum together. 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.

ESSENTIAL DUTIES:

- Plan and implement a challenging instructional program at the appropriate level of difficulty for each child while meeting grade level benchmarks.
- Use best pedagogical practices and principles of effective instruction consistently in the classroom.
- Develop effective techniques of mainstreaming deaf and hard of hearing children into the regular classroom.
- Maintain records on each child's progress and provide parents with oral and written reports of child's accomplishments.
- Conduct parent conferences as scheduled by the school and on an as-needed basis.
- Establish inclusive communities within each classroom.
- Work collaboratively with the DHH co-teacher.
- Pursue professional development to maintain expertise in performance of their teaching responsibilities.
- Plan and attend field trips, including overnight events, as relevant to each grade.
- Attend meetings as appropriate.
- 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.



- Cooperate with and support special school-wide events and special activities of Echo Horizon School Parent Association.
- Other duties as assigned by the Head of School and the Director of Curriculum.

PREREQUISITE EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's Degree
- California Multiple Subject Credential or the out-of-state equivalent
- 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
- 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
- Exceptional planning and organizational skills
- Adaptability to changing situations
- Proficiency with Mac computers, office computer programs, website, and Internet

PHYSICAL AND MENTAL REQUIREMENTS:

- Standing and sitting for extended periods of time
- Repeated squatting and bending
- Lifting up to 30 pounds
- Ability to work outdoors with no temperature control
- Correctable vision and hearing

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.

*Please send a cover letter, resume, employment application and teaching philosophy statement to: careers@echohorizon.