



Pre-1st Grade or First Grade Teacher

Hours: 4 days per week* (Monday-Thursday; 8:15 a.m.-2:45 p.m. for teachers; school day is 8:30-2:30)

Salary: Please call for this information if interested in the position (704-821-9952)

Start Date: Tuesday, August 15, 2017*

End Date: May 31, 2018*

Benefit: \$5,000 tuition remission off tuition payment for a child attending Arborbrook.

*Note that these dates are the dates of the school year itself. The contract begins August 1st and ends July 31st of the following year (pay periods are twice per month for a full year). Please also note training times required below.

Description

Arborbrook Christian Academy in Matthews, NC is seeking a pre-first grade teacher and a first grade teacher. There will be approximately 8-12 students in each class class (12 maximum). One teacher would be responsible for teaching a small pre-first grade class (up to 10 students). We have two kindergarten classes, also very small, and the pre-first grade class will likely be joining them for certain activities. The first grade teacher would be responsible for teaching a small first grade class (up to 12 students). There will be two first grades next year, so some classes in first grade may be team-taught in the afternoons.

The position includes planning lessons, completing checklists/narratives for each student (assessments but not grades), and engaging with students and parents in a positive way. Our school is a four-day a week Christian school (no school on Fridays), and our hours are 8:30-2:30 so we try and use the time with students well. Class sizes are small at Arborbrook, with classes not usually larger than 10 students at that level, and sometimes quite a bit smaller than this.

The basic job description includes the following:

- A. Teach small class (approx. 8-12 students) of pre-first or first graders every day, Monday-Thursday. Subjects to be taught currently include Language Arts (Phonics based curriculum called *Foundations* in Pre-1st and *Saxon Phonics* in first grade), *Saxon Math*, Nature Study (in lieu of science in Pre-1st) or Science (Ocean Creatures in first grade), Inspirational Studies (picture study and composer study) and social studies using an in-house curriculum called *Galloping the Globe* in Pre-1st and an in-house living-booked based curriculum in first grade, as well as a Bible class at the end of the day. Follow the curriculum guide and use materials provided.
- B. Assess students using checklists and other assessment methods (not letter grades).
- C. Prepare regular narrative reports on students (on a trimester basis).

- D. Prepare mid-term indicator reports (on a trimester basis).
- E. Prepare for one parent conference in the fall in October (no school that day for conferences).
- F. Meet with parents after school as needed/requested.
- G. Send out a weekly newsletter via e-mail to parents to fill them in on what has been happening that week in class. Sometimes this newsletter is more text and sometimes it is more pictures. Parents at that level like to know what is going on in the classroom.
- H. Be a good role model for students.
- I. Attend Wednesday morning faculty meetings (7:55 a.m. every Wednesday).
- J. Attend Teacher conferences (see below).

There are several training days required for teachers every year that are part of the teaching contract but not paid separately. These include one week in the summer (the week of July 24th through 28th) and two days in early October for the Childlight conference (on one of these two days there is no school so the teacher attends the conference in lieu of teaching that day). There are also several half-day workdays (during the regular school week) on the calendar where teachers will come to school and work for several hours or have staff development provided at that time (childcare will be provided on half days and during summer training).

Requirements

All teachers must have:

1. A heart for God. They will be born-again, Bible-believing Christians in a growing relationship with our Lord and Savior, Jesus Christ.
2. A love for children. They will be kind, nurturing individuals who enjoy spending time with young people.
3. An ability to be a positive role model. They will do their best to live a life that is pleasing to God and therefore serve as a model for our young people.
4. A call on his or her life to be a teacher. They will feel that teaching is one of their spiritual gifts and feel a call on their lives to teach and impact the next generation of Christ followers.
5. A dedication to the vision and mission of Arborbrook. They will have a thorough understanding of and be in agreement with the vision and mission of the school.
6. A teachable spirit. They must be open to training from a supervising teacher and the academic director. A positive attitude and cheerful demeanor should accompany their teachable spirit.
7. A four-year college degree.

This specific position also requires:

1. A background in early childhood education. A bachelor's degree in education (or higher) is preferred.
2. Excellent grammar and the ability to write well.
3. Some computer skills (the ability to create a newsletter and email it)
4. Classroom experience is required.
5. Someone familiar with Charlotte Mason's ideas is preferred, but training will be provided.
6. A love for young children