



Elementary Faculty Member Position Description

Position Overview

The Elementary Faculty Member is responsible for delivering a rigorous, standards-based English Language Arts program while working closely with French colleagues to ensure curricular coherence and student growth. The role requires strong literacy expertise, differentiation skills, and a commitment to responsive classroom practices.

Responsibilities

- Teach English Language Arts;
- Design engaging and standards-aligned units of instruction;
- Differentiate instruction to support diverse learners;
- Use assessments to monitor growth;
- Foster a structured and inclusive classroom environment;
- Collaborate closely with French homeroom teachers and support staff;
- Engage in regular and professional communication with student families; and
- Participate actively in school initiatives and professional development.

Other duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Working Conditions and Physical Demands

The physical demands/conditions described below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Sit for long periods of time;
- Lift up to 50 lbs.;
- Exposure to moderate noise levels;
- Have a high level of social interaction working closely with students, teachers, and other professionals;
- Communicate with students, teachers, and other professionals daily by telephone, e-mail, or in person;
- Work in a group or as part of a team;
- May on occasion deal with students who may become physically violent;
- Generally have a set schedule each week; and
- May work nine months during the school year and have summers off.

Qualifications

Incumbents must demonstrate the ability to follow policies and procedures as established in the Company's Employee Handbook. Incumbents will also contribute to a positive work environment by behaving and communicating in a manner such that they get along with all constituent groups, co-workers, and management.

In addition, the education, experience, and other skills listed below are representative of the knowledge, skills, and/or abilities required.

- High school diploma or equivalent required;
- Bachelor's degree in relevant field required;

- Masters degree in Education preferred but not required;
- 3 years experience in elementary teaching preferred but not required; and
- Comfort working in a bilingual school is required. French is a plus, but not required.

Key Skills Set

- Ability to design multi-level lesson and curriculum plans;
- Excellent classroom management and communication skills;
- Ability to work effectively with teachers, administrators, families, and external agencies;
- Strong written and verbal communication, culturally sensitive listening, and ability to build trust with students and families; and
- Sensitive to diverse backgrounds, identities, neurodiversity, and social-emotional/behavioral needs while promoting an inclusive school community.

Equipment and applications

- High proficiency in MS Office, including Word, Excel, Outlook, PowerPoint, and SharePoint; and
- Working knowledge of all standard office equipment