

# ELEMENTARY SCHOOL TEACHER

## Job Description Spruce Hill Campus – Elementary Teacher

REPORTS TO: The Principal  
Full-Time

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### Qualifications:

- A minimum of a Bachelor's degree from an accredited college or university
- Teacher Certification (or plans to work towards obtaining certification)
- Desire to work in a multi-racial, urban, Christian School
- Teaching experience
- A commitment to Christ, urban Christian education, and relentless in pursuing academic excellence as biblical principles are integrated throughout the curriculum.

### DUTIES & ESSENTIAL JOB FUNCTIONS

Teachers are responsible for the instructional planning and implementation of their particular subject area(s) as provided by the school.

#### 1. Academic

- a) Plan, prepare and deliver instructional activities
- b) Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- c) Plan and supervise class projects, field trips, or other experiential activities
- d) Establish and enforce rules for behavior and procedures for maintaining order among students. Implementing classroom management strategies used at The City School.
- e) Observe and evaluate students' performance, behavior, social development, and physical health.
- f) Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- g) Integrate the Christian faith throughout the curriculum.
- h) Design instruction that challenges the learning ability of students.
- i) Meet course and school-wide student performance goals.

#### 2. Administrative

- a) Attend all staff meetings, team meetings, and teacher duties as required.
- b) Attend and participate in faculty devotions.
- c) Submit lesson plans weekly.
- d) Maintain accurate and complete student records as required
- e) Updating grading program on a weekly or biweekly basis
- f) Continue established system for communicating with parents
- g) Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic concerns.
- h) Participate in ongoing training sessions.
- i) To follow school policies as indicated in the Faculty Handbook.

**Contact: Stephanie M. Hook, Principal**  
The City School at Spruce Hill  
4115 Baltimore Avenue, Philadelphia, PA 19104  
215 -382-7839 • (Fax) 215-382-7848  
shook@cityschool.org