



## BUILDING SUB – SPRUCE HILL CAMPUS

### QUALIFICATIONS

- Desire to work in a multi -racial, urban, Christian school teaching experience
- Commitment to Christ, urban Christian education, and relentless in pursuing academic excellence as Biblical principles are integrated throughout the curriculum.

### SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership Openness to kindness and candor in all relationships Agree to, by signing, Statement of Faith

### ACADEMIC DUTIES

- Follow teacher lesson plans and deliver instructional activities
- Assist in specific assigned classrooms according to teacher instruction when not substituting
- Enforce classroom rules for behavior and procedures for maintaining order among students.
- Implement classroom management strategies used at The City School.
- Observe and evaluate students' performance, behavior, social development, and physical health and communicate with classroom teachers.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests. Integrate the Christian faith throughout the curriculum.
- Supervise Recess on the playground and in the building

### ADMINISTRATIVE DUTIES

- Maintain accurate and complete student records as requested by teachers in whose classrooms you assist
- Continue established system for communicating with parents
- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic concerns
- Participate in ongoing professional development training sessions
- Follow school policies as indicated in the Faculty Handbook

Contact: Elaine Hannan, Principal – Spruce Hill Campus - [ehannan@cityschool.org](mailto:ehannan@cityschool.org) (Initial applications must include resume and cover letter.)