Position Title: Teacher – lower elementary (grades 1-3)
FLSA Classification: Exempt, 100% FTE, 10-month schedule of duties
Reports To: P-8 Principal
Position Purpose: The classroom teacher is responsible for all aspects of creating a dynamic learning environment for students in the class.

Essential Functions
• Prepare materials and classrooms for class activities.
• Adapt teaching methods and instructional materials to meet students' varying needs and interests.
• Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate while fostering a love of learning.
• Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
• Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
• Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
• Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
• Provide a variety of materials and resources for children to explore, manipulate and use.
• Collaborate with other teachers and administrators in the development, evaluation, and revision of elementary school programs.
• Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.

Qualifications
• A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools and professional behavior based on it.
• Master’s degree or post graduate work in education, will consider a BA degree with a teaching credential and several years of recent, relevant experience.
• A minimum of 2 years of experience as a lead teacher in grades 1-3 in an independent school environment.
• Experience with Singapore Math strongly preferred.
• Strong teaching ability; enjoy working with children and an obvious passion for the academic subject matter being taught.
• Fluency in reading, writing and speaking in English. Excellent verbal and written skills, as well as outstanding interpersonal skills.
• Ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the SHS community.
• Commitment to equity and inclusion.
• Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the respective academic programs.
• Excellent computer skills
• Excellent attendance and punctuality.
• Experience of any kind in a Sacred Heart school strongly preferred.
• Demonstrated leadership and facilitative skills.

Physical Requirements and Work Environment
• Works in a stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
• Ability to travel safely and comfortably across a 64 acre campus.
• Ability to stoop, bend, reach, pull, push in the course of a day.
• May work at a desk and computer for extended periods of time.
• Be able to occasionally lift up to 35 lbs.
• Work primarily in a traditional climate controlled classroom environment.
• Work intermittently in outside weather conditions typical to the Peninsula Bay Area, including extreme heat, cold and damp, supervising students.

Employment - This position offers competitive compensation and health and welfare benefits subject to plan parameters, including medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

To Apply - To apply online send a resume and cover letter to hr@shschools.org and indicate Lower Elementary Teacher 2020-21 in the subject line of the e-mail. We apologize that we are not able to respond to email or phone requests for additional information.

You may also mail your resume and cover letter to:
Sacred Heart Schools
150 Valparaiso Avenue
Atherton, CA 94027
Attention Human Resources: Lower Elementary Teacher 2020-21
Pre-employment background screening is required for all positions.