# Teacher Job Description

## Classroom Atmosphere

- Prepares an optimal classroom atmosphere for the student free of encroachments of personality, rewards, incentives, and punishments
- Keeps a classroom environment conducive to the educational needs of students, organized, neat and free of clutter
- Takes responsibility for the care and maintenance of classroom materials, and brings the children into this responsibility
- Establishes positive relationships with each student and parent
- Assists in helping each student develop academically, spiritually, relationally, and physically

## Academic Excellence

- Follows the curriculum guide and uses the resources provided or approved by the school
- Adheres to the philosophy and practice of Charlotte Mason as ascribed by Ambleside Schools
- Assists students in areas of academic weakness through after school tutoring (within contract hours) or additional work
- Models a love for learning for the students
- Seeks continually to broaden personal understanding of Charlotte Mason's philosophy and improve practice of her methods

## Professionalism

- Accepts responsibility for the safety and physical well being of the children under his/her supervision, following all school guidelines
- Protects the privacy and confidentiality of each student
- Exhibits discretion and appropriate boundaries in conversations with other colleagues, staff members, board members, parents, students, and the community
- Communicates effectively and respectfully with parents concerning their child
- Notifies the principal promptly of behavior or academic difficulties with students, problems with parents, or other pressing administrative concerns
- Maintains complete reports and records for each student

## Peacemaking

- Offers guidance to students for making peace with others
- Promptly and respectfully addresses conflicts with others following biblical principles (includes parents, students, staff members, Board members, and the community)
- Promotes a spirit of unity within the school-- believing the best of others and speaking the truth in love
- Expresses public support of leadership decisions (among staff, colleagues, parents, and students), after appropriately expressing disagreements in private
- Demonstrates a spirit of cooperation, teamwork, and partnership with leadership, colleagues, and staff

## Other Expectations

- To be prompt, present, and attentive in performing services during the normal working hours of the school day
- To perform duties pertinent to arrival/dismissal with other teachers and staff
- To be available after school for designated staff and professional meetings
- To attend the in-service trainings and workdays noted on the calendar
- To hold parent/ teacher conferences as published on the school calendar and when individually requested by parents
- To hold office hours once a week for the purpose of meeting with parents, tutoring students, or monitoring study halls
- To participate in all Parent Teacher Fellowships
- To attend RiverTree Evening meetings, Open Houses, and other community events as required
- To attend weekly devotions with staff
- To generally participate in school-wide events, especially the school picnic, the school blessing, Christmas program, Shakespeare Festival, Graduation, and Field Day
- To participate in the Internship or the Summer Institute in Fredericksburg, Texas when required

## Educational Qualifications:

- BA or BS minimum