**SCHEDULE A**

**St. Timothy's Classical Academy**

**Grade 5**
**Teacher Job Description**

**For this specific position, the ideal candidate will:**

- Have a passion for and knowledge of classical education and working with children
- Have experience as an instructor in an educational setting (desirable)
- Be highly organized and have the ability to work collaboratively
- Be keen to contribute to the life the school and community, through service and discipleship
- Have completed a university degree (required) and Ontario Teachers' certification and/or a graduate degree and experience (desirable)

**All staff at St. Timothy's are expected to:**

- Exemplify and articulate a vibrant relationship with Christ and be active in a local church, with a substantial record of service and leadership in the body of Christ
- Be in agreement with the Basis and Philosophy of St. Timothy's Classical Academy (as found on website, www.st-timothys.ca) and be interested in working in an interdenominational Christian setting
- Ensure that within the year, the scope and sequence of skills assigned to the grades are taught to the students
- Serve as an advocate for classical Christian education in the Ottawa community
- Stay current on the best practices in education, particularly within the classical Christian schooling movement, in order to provide the highest quality educational environment
- Work collaboratively with the Director, fellow teachers, and parents in building up the school
- Be eager to contribute to school life and student culture through service and discipleship
- Be willing to promote and maintain a high level of parental involvement through regular communication
- Maintain high standards of personal conduct in all aspects of their lives
- Teach from a Christian worldview perspective, and where required/needed/possible point differences with current and/or different worldviews present in the works studied. Emphasize that which is True, Noble, Good and Beautiful. Where is deemed right make connections with the Bible, e.g. forms of literature, Bible inspired Art, etc.
- Encourage students to pursue wisdom and virtue as the ends to their education

**Specific to the Grade 5 Teacher Position:**

- Teach the Grade 5 class math, language arts, and the combined Grade 5 & 6 class history (+/- science), as scheduled by the Director. There is the potential to combine this position with teaching physical education to grades 1-8.
- Create an atmosphere of learning, joy and beauty in the classroom through setup, displays and presentation
- Ensure that school policies related to teachers and students are implemented in the classroom and school (e.g. safety, discipline, dress)
- Report directly to the Director
- Communicate with the Director and/or the senior upper grade teachers once a week for moral support, advice and for curriculum content
- Provide an overview of the entire year's curriculum by late September
- Keep excellent records of students, and keep record of the success of following the academic plan for the year (i.e. if goals for curriculum were not met, record why and what was met)
- Provide information about and communicate curriculum content to new interested families.
- Administer day-to-day activities and co-ordinate daily school schedule with the director
- Manage classroom supplies in collaboration with the administrator
- Understand your role as teacher and, given the unusual circumstances of a small school, be able to request additional help as required either from the director for organizational issues or for volunteer assistance.
- Communication with parents:
  -be proactive regarding communication with parents regarding specific academic or behavioural concerns regarding students, and encourage parental engagement in dealing with these issues.
  -answer concerns via email or in person promptly and professionally
  -communicate with parents regarding class activities in the weekly "Letter Home"
  -be available for parent-teacher interviews to discuss students' progress (early November)
  -present formal report cards in January and June

- Work with the Director to provide assessment materials for new students and provide in class assessments as appropriate.
- Work with other teachers in preparing students for Advent and End of Year concerts.

*All applicants must have filed a police check and be cleared in order to be considered for employment.*