



Position Description: Third Grade Teacher

Holy Trinity Episcopal School's Third Grade Teacher is a crucial position for the students, families, and faculty. While this position encompasses many different duties, its primary function is to plan, organize and implement an appropriate Third Grade instructional program in a learning environment that guides and encourages students to develop and fulfill their social and academic potential.

Holy Trinity's Third Grade Teacher will: (Demeanor)

- Receive students and parents as well as faculty, staff, and administration in a friendly, courteous manner, and be sensitive to how her/his demeanor is reflective of the School
- Adapt accordingly to circumstances that arise
- Communicate issues, questions, and circumstances to the Head of School in a timely and professional manner

Essential Duties:

- Maintain an organized and engaging classroom environment supported by nurturing, caring teachers
- Plan, prepare and implement activities to meet the physical, emotional, intellectual and social needs of children who are nine turning ten years old
- Inform parents of weekly homework assignments in a timely consistent manner
- Provide math instruction based upon the anchor program and supplemented by lessons and activities that enhance, remediate or extend the learning of the students
- A balanced literacy program will serve as the foundation for language arts. This program will follow the agreed upon methodology and other elements for building a strong literacy foundation.
- Technology projects should be purposefully integrated into the curriculum
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Regularly review materials and order new materials as needed
- Instruct and monitor students in the use of learning materials and equipment
- Observe and evaluate students' performance and development
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Prepare and discuss each student's academic progress, development of work habits and social/emotional skills with parents at parent conferences
- Communicate student concerns with parents through the appropriate channels (email, phone call, parent conference)
- Update all necessary records accurately and completely
- Maintain appropriate classroom supervision for third grade children, guiding and redirecting their behavior as needed
- Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers

- Supervise play areas, the restrooms, lunch and dismissal on a regular basis
- Take morning attendance

Professional Duties:

- Participate in school meetings and parent conferences
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Keep up to date with developments in subject area, teaching resources, and methods and make relevant changes to instructional plans and activities
- Maintains professional competence by attending staff development programs, curriculum development meetings, and other professional activities
- Work directly with the faculty on instruction and planning
- Regularly update curriculum

Other Duties

- Participate in and/or support student and parent activities designed to involve the faculty and staff
- Provide materials for substitute teachers
- Assume other responsibilities as assigned by the Head of School

Physical Requirements and Work Environment:

- Works in a sometimes highly stressful environment dealing with a wide variety of challenges
- Ability to sit and stand for extended periods of time
- Physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold

For more information about Holy Trinity Episcopal School, visit our website: www.hteshouston.org

Interested candidates should send a current resume, statement of teaching philosophy, and at least three references to: careers@hteshouston.org