



Job Description

Title: Primary School Classroom Teacher
Reports to: Division Director

Job Description

The classroom teacher at MP&MS works as a member of a team of teachers, sharing the responsibility of creating a classroom community and planning curriculum and instruction for students through a supportive working relationship. Each classroom in Primary School has two lead teachers. The model of “teams of teachers” is designed to support the integration of disciplines and content by blending the skills, passions, and talents of classroom teachers along with the specialists who work with each grade level. Teachers work together to understand each student from multiple perspectives and use an integrated and interactive approach to learning. They build meaningful bonds with students, maintain high academic standards, teach children to engage in respectful and kind behavior, and promote a love of learning.

Duties and Responsibilities

- Create a learning environment in which students can successfully grow and thrive as they develop both autonomy and self-awareness, as well as the ability to collaborate and communicate with classmates as they learn, work, and play together.
- Design and implement programs to actively engage students in making connections, solving problems, and thinking independently; develop and teach thematic units and daily lessons in core curricular areas using the school’s grade-level curriculum and emergent topics that arise from student and teacher interests, outside events, and other sources.
- Develop the love of reading and writing in elementary students using Lucy Calkins’ *Reading and Writing Workshop* models.
- Design teaching strategies to address individual and overall class strengths and needs.
- Use a variety of assessment strategies, including formative, summative, and standardized assessments to monitor student progress and determine curricular needs.
- Document student progress, prepare report cards (including narrative descriptions), lead regular parent conferences, and convene additional meetings with parents and other school staff as necessary.
- Create positive and effective relationships with parents to facilitate the exchange of information to ensure students’ progress, including verbal and written communication about the program, classroom routines, and school experiences.
- Create opportunities for children to become increasingly responsible for the communities in which they live and inspire students to make a difference in the world.
- Defend the dignity and worth of each member of the community and create an environment that fosters respect, understanding, and acceptance of differences; always model appropriate and ethical behavior.



- Participate actively in faculty meetings and work collaboratively with colleagues on committees and other work to further the development of the school's program.
- Participate fully in the life of the grade level or class, including overnight field trips, student performances, and other such events.
- Pursue professional growth opportunities on an ongoing basis.
- Be a positive and contributing member of the professional community.

Experience and Qualifications

- Bachelor's degree and teaching credential or advanced degree
- Minimum of 3 years of classroom teaching experience
- A passionate commitment to creating an innovative, joyful environment for students
- Ability to create an inclusive classroom community that allows for a multitude of perspectives to be heard and respected
- Knowledge of all curriculum development and differentiated instruction
- Integrate explicit social-emotional literacy teaching into the program, with a monthly/weekly focus that is clearly outlined and in support of the JK-4 program, knowledge of *Responsive Classroom*, *Kimochis*, *Toolbox*, *Mindfulness* desired
- Broad knowledge and an appreciation of child development
- Creativity, flexibility, and a growth mindset, with interest in being part of a community of learners
- Strong organizational and time management skills
- Excellent written and oral communication skills
- Knowledge of educational technology to support teaching and learning
- Nuanced understanding of DEI/social justice knowledge from a personal and programmatic perspective

To Apply: Send a cover letter and resume in a single attached PDF to jobs@mpms.org. Please address to Sheika Luc, Primary School Director. Subject line: Primary School Teacher. Application deadline: **May 10, 2019**. No phone calls, please.

ADA Requirements

Marin Primary & Middle School is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

- For the purposes of the ADA, the "Primary Responsibilities" listed are essential job functions
- Work is normally performed in a typical interior/classroom work environment, with typical classroom noise and other disruptions
- Both sitting and standing are required during a regular work day



- Normal vision and hearing abilities are required to interact with students, parents, faculty, and staff, and with school equipment
- Ability to occasionally lift up to 50 lbs
- Ability to work at desk and computer screen for extended periods of time
- Ability to turn, bend and reach
- Ability to move oneself around the campus
- Ability to drive to other locations for meetings, conferences, etc.
- Position requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, speaking, multitasking, and writing

MP&MS is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, gender identity, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment. MP&MS also makes reasonable accommodations for employees with disabilities and for employees who request accommodation for pregnancy, childbirth, or related medical conditions.