

SCHEDULE A

St. Timothy's Classical Academy

Senior Kindergarten (SK) Teacher

Teacher Job Description

Responsibilities

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
- 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 grade 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 Board, fellow teachers, and parents in building up the school
- 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 it is deemed right, make connections with the Bible, e.g. forms of literature, Bible inspired Art, etc.

Specific to the SK Teacher Position as scheduled by the Director

- Teach SK as scheduled by the Director
- Create an atmosphere of learning and beauty in the classroom through setup, displays, and presentations
- Lead and have responsibility for the development of SK curriculum (in collaboration with the Director) in order to fulfill the distinctive elements of the classical Christian model and in coordination with other teachers.

- Provide an overview of the entire year's curriculum for your responsibilities by late September for parents and the Director
- Communicate with parents about class activities with a regular note home for SK
- Administer day-to-day classroom activities and coordinate daily schedule with rest of staff
- Communicate with the Director for moral support and advice
- Ensure that school policies related to teachers and students are implemented in the classroom and school (e.g. safety, discipline, dress)
- Meet and debrief with other staff members, as scheduled and led by Director
- Manage classroom supplies (in collaboration with the administrative staff)
- Understand your role as teacher and, given the unusual circumstances of a small school, be able to request additional help as required from the Director for organizational issues.
- Report directly to the Director
- 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)
- Assist with the development of curriculum and school curriculum communication materials for interested families, on an as-needed basis
- Work with other teachers on Advent and end-of-year concerts and presentations by students
- Report Cards: Inform parents about meetings to discuss student's progress for mid-term (late October), and present formal report cards in January and June.
- Attend information evenings as requested by the Director and be willing to discuss the areas specific to your position to current and prospective families.
- Perform assessments as needed for prospective students.

St. Timothy's Classical Academy does not discriminate in any aspect of employment on the basis of race, colour, national and ethnic origin, age or sex.

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