



## Job Description: Lower School - 3rd Grade Teacher

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Position Title	Department	Reports to
3rd Grade Teacher	Lower School	Rev. Steve Macias
Employment Status	Salary Range	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	\$35,000 - \$45,000	

### **Overview of Canterbury Christian School**

Canterbury Christian School is a classical Christian school in California's Silicon Valley. We are community-oriented and Christ-centered. Our campus finds itself located in a beautiful, safe, and quiet residential neighborhood in Los Altos, California, near Mountain View, Palo Alto, and Cupertino. Founded in 1974, Canterbury is the parish school of Saint Paul's Anglican Church and is also a member of the Anglican School Association.

Canterbury teachers embody the values of Christian character and academic excellence in a Classical learning environment. Canterbury Teachers are interested in and attentive to the spiritual development of each child, enthusiastic leaders and advocates of classical Christian education, and always learning in ways that foster the formation and instruction of students. A robust system of professional development supports our teachers by introducing them to best practices in the classical pedagogy, classroom and curriculum management, and tools for student assessment.

### **Position Overview:**

Responsible for instructing students in 3rd Grade by developing daily lesson plans from our established curriculum in subjects such as Bible, reading, writing, arithmetic, history, science, and penmanship. Teachers track children's progress and report to parents through weekly newsletters and quarterly grade reports. Collaborate with other educators for extracurricular activities such as art, Latin, hand bells, music, and PE. Teachers maintain a professional appearance and keep a clean and tidy classroom consistent with health and safety standards.

### **Minimum Qualifications**

Suitable candidates will have three years teaching experience (new teachers may apply, under training conditions), be competent in all disciplines taught, and willing to find a home within the parish (Saint Paul's Anglican Church, Los Altos, CA) for at least three years.

- Bachelor's degree, a teaching certificate or credential or equivalent professional experience which would translate to successful classroom teaching. Advanced degree preferred but not required.
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with other teachers and parents.
- Excellent verbal and written communication skills are required.
- Invests in the life of the school by participating in the admissions process, weekly teacher meetings, and school-wide family events.
- Demonstrated professional behavior, including discretion, judgment and integrity.
- All prospective employees must be able to clear a background check, LiveScan fingerprinting, TB Screening, and provide a statement of faith and pastoral recommendation.

### **Position Specifics:**

1. Enforce OBEY rules for behavior and procedures for maintaining discipline and order among the students for whom they are responsible.
2. Observe and evaluate students' performance, behavior, spiritual development, and physical health.
3. Prepare materials and classrooms for class activities and instruction.
4. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
5. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students and parents.
6. Assign, proctor,, and grade class work, homework, quizzes, and tests.
7. Meet with parents and guardians to discuss their children's progress and to determine their priorities for their children and their resource needs.
8. Maintain accurate and complete student records such as attendance as required by law and school policy.
9. Prepare and implement remedial programs for students requiring extra help.
10. Prepare objectives and outlines for courses of study, following curriculum guidelines.
11. Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
12. Enforce administration policies and rules governing students.
13. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
14. Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.

15. Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
16. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.
17. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
18. Attend staff meetings, and serve on school committees as required.
19. Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
20. Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
21. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
22. Attend daily chapel services, as schedule requires, and prepare students to present quarterly.

#### HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for three to five references. Please combine all documents and send to [headmaster@canterburycs.org](mailto:headmaster@canterburycs.org)