



THE PARISH SCHOOL

Job Title: Elementary Educator	Reports to: Director of Elementary
Department: Instructional	Fair Labor Standards Act (FLSA): Exempt

Position Overview:

Elementary Educator in a language based classroom that is designed to facilitate and integrate communication development into all areas of the academic curriculum. Functions as the primary case manager for each student.

Essential Duties and Responsibilities:

- Develops academic objectives following the schools adopted curriculum guidelines.
- Leads small and large group lessons utilizing the schools adopted curriculum.
- Uses multi-sensory teaching aids to present subject matter to class.
- Understands and implements therapy goals for each student as guided by the speech language pathologist.
- Develops and teaches learning strategies to students in collaboration with the speech language pathologist.
- Develops and provides classroom behavior management strategies to speech language pathologist and para educator.
- Develops and implements individual behavior plans in collaboration with Director of Student and Family services.
- Communicates regularly with parents in regard to progress throughout the year via email and phone calls.
- Conducts ongoing informal observations and assessments to track student progress.
- Assesses academic progress based on curriculum three times and prepares written progress report.
- Plans and leads two parent conferences per year.
- Communicates and coordinates with outside therapists for carryover of goals into the classroom.
- Supports the integrated fine arts and sciences program and nature education through collaborative planning.
- Participates in collaborative consultation team meetings as needed.
- Assists with afternoon carpool.
- Attends an overnight camp in the spring if assigned to upper elementary program.
- Plans and coordinates class field trips.
- Fulfills professional development requirements as outlined by the school.
- Other duties as assigned.

Competencies & Attributes:

- Nurturing spirit
- Collaborative nature
- Ability to work with others and take initiative
- Sound judgment
- Organized with strong time management skills
- Strong oral and written communication
- Flexible and creative thinker
- Dependable

Education/Experience:

Master's degree in education with minimum 2 years experience preferred.

Certificates and Licenses:

Current Texas Teaching Certificate

Computer Skills:

Proficient in MS Office applications, familiarity with Macintosh.