



Job Description – Elementary Teacher

Department: Education
Reports to: Principal
Status: Full Time

Mission

Peace Preparatory Academy is seeking staff members committed to our mission of being a place that educates the whole child, supports the whole family, and provides growth and change opportunities for the whole community in a Christ-centered learning environment.

Job Summary

The Elementary Teacher is responsible for planning and implementing a comprehensive educational program for one class of Kindergarten - 5th grade students.

Key Traits

- A strong desire to be a part of a school in its foundational years.
- Demonstrated ability to work effectively informally and formally with individuals and families of diverse make-ups, cultures, and communities.
- Commitment to Christian character, spiritual growth, and maturity.

Responsibilities

- Instruct students in an in-person classroom environment through hands-on learning, discussions, visual aids, instructional strategies, and other effective teaching methods for student comprehension.
- Prepares lessons, aligned to the state standards, to facilitate learning for all scholars.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Administer and/or support state and local testing processes and policies.
- Maintain a clean and orderly classroom environment.
- Establish an orderly, safe, and positive learning environment for all students.
- Monitor students in the classroom, at lunch, or throughout the school by maintaining order and discipline during assigned special duty times.
- Perform various administrative duties such as taking attendance, organizing the classroom, and responding to emails and phone calls from parents, school administrators, and staff in a timely manner.

- Coordinate in-person conferences with parents and guardians to review student's performance, behavior and other issues.
- Attend in-person faculty meetings, teacher training workshops and educational conferences to maintain and improve professional competence.
- Maintain accurate, complete, and correct student records as required by laws and administrative regulations.
- Engage and implement trauma informed and restorative practice strategies to support the emotional needs of scholars.
- Connect core content area learning to the Gospel through scripture.
- Assist administrators and other staff members in the orderly, expedient, and safe transition of students from one location to another.
- Maintain prompt and regular attendance in accordance with paid time off (PTO) policy.
- Performs other duties as assigned by an appropriate administrator or their representative.

Education

- Bachelor's degree from an accredited institution
- GA Teacher Certification is preferred

Benefits

- Health Insurance
 - Medical Insurance for employees (employer paid).
- 403(B) Teacher Retirement Plan
- 10 Paid Time Off days in addition to school and holiday breaks

Working Hours

- Monday - Friday 7:30 am -3:30 pm (Subject to change)

Salary Range

- \$45,000 - \$77,000
 - Depending on years of teaching experience and level of education

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

Peace Preparatory Academy does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.