



MISSION & EMPLOYEE EXPECTATION

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually, and intellectually. All St. Richard's employees are expected to support this mission with each and every student.

Lower Division Teacher (Full-Time)

JOB DESCRIPTION

Days and hours of work are Monday through Friday, 7:45 a.m. to 3:45 p.m. for the school year including pre and post service and includes a few evening responsibilities. Lower division is made up of grades 1 through grade 4. The expected salary range is \$43,000 to \$55,000.

The following are the primary expectations for this position:

Required Skills/Abilities

- Has an understanding and experience with childhood development
- Has sensitivity and knowledge of the needs of a diverse community and the ability and commitment to work effectively with students, parents, teachers, and other stakeholders from diverse backgrounds
- Has the commitment to follow policies and procedures set by St. Richard's
- Has the ability to communicate effectively with the entire school community including students, colleagues, parents, support staff, and administration.
- Has an openness to feedback to learn new skills and engage in continuous learning.
- Has preferably three years or more of lead teaching experience with elementary school children (beyond student teaching requirements) and a minimum of Bachelor's degree - Master's degree preferred (in the field of education).
- Has a strong understanding of the unique learning needs of students and the ability to differentiate instruction to meet these needs.
- Has knowledge and experience teaching various subject matter (English/Language Arts, Math, Science)

Duties/Responsibilities (Essential Functions)

- Demonstrate curricular content knowledge and use best practice instructional strategies and pedagogy

- Develop and utilize meaningful assessments (pre, formative and summative, post) aligned to curriculum maps to guide individual student and cohort needs, goals and instruction
- Organize short and long-term lesson planning and delivery of instruction
- Engage students in academic content
- Check for understanding/assess student understanding of lesson objectives; record student data and analyze progress to adjust instructional plans
- Differentiate/modify instruction as needed; develop higher levels of understanding through rigorous instruction or provide further understanding through scaffolding
- Maximize instructional time
- Set high expectations and clearly define academic success
- Establish and maintain a respectful learning environment that is culturally sensitive, encourages academic risk-taking, collaboration and creative problem-solving
- Utilize classroom and school-wide procedures that maintain and advocate high academic and behavioral expectations for each student
- Demonstrate a passion and excitement for the curriculum content and pedagogy
- Communicate regularly and engage families in student learning
- Create a physical classroom environment that is engaging, safe and accessible
- Maintain time sensitive and accurate records
- Create a physical classroom environment that is engaging, safe and accessible
- Support and contribute to the school's mission, Episcopal values, culture, goals and initiatives
- Collaborate with peers and school community members
- Demonstrate professionalism in and outside of school through integrity/ethical conduct, service to students, advocacy, decision-making, compliance with school regulations, and collegiality.
- Demonstrate leadership in curriculum, procedures, and co-curricular endeavors.
- Assist new faculty and staff members in acclimating to the SRES community
- Demonstrate timeliness with on-time arrival to school, classes, duties, meetings, deadlines and departure time.
- Display courteous and respectful interactions with and toward colleagues and school community members including welcoming feedback
- Engage in growth and development in the field of education and content areas and share with the school community
- Demonstrate professionalism on and off campus through ethical conduct, collegial interactions, decision-making that positively represents the school community, compliance with school regulations
- Reflect on professional role and seek to identify areas for improvement

ST. RICHARD'S IS AN EQUAL OPPORTUNITY EMPLOYER

It is St. Richard's policy to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, genetic information, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

APPLICATION INSTRUCTIONS

Interested applicants should complete an [application](#), including uploading a resume and cover letter. Additionally, please send an introductory email to the Assistant Head of School for Early Childhood and Lower Divisions, [Mrs. Cherie Bowen](#).

WHY ST. RICHARD'S:

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome and can find belonging at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty and staff at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Other benefits include enjoying lunch at The Dragon Cafe, which includes a hot lunch, salad bar, fresh fruit and vegetables, and a deli bar with bagels and yogurt. Health, dental, and vision insurance, and retirement plan.

Our alumni consistently are accepted to the high school of their choice and many earn merit based scholarships. Students graduate with a knowledge and understanding of our five pillars for success: Civic Responsibility, Leadership, Faith, Classic Curriculum, and Global Readiness. Students are well prepared for their next stage in life with knowledge and values for a lifetime.