



Growth. Values. For Life.

**LOWER SCHOOL K-3 TEACHER**  
**JOB DESCRIPTION**

**Department:** Lower School  
**Supervisor:** Lower School Principal  
**Status:** Full-Time

**POSITION OVERVIEW:**

Ursuline Academy is seeking a Lower School Teacher for the start of the 2026-27 School Year. The ideal candidate will embrace diverse learning approaches that reach a range of learners; will foster a student-centered classroom environment; and will work collaboratively with colleagues in other curricular areas, specifically, specialty classes. This position involves working with one primary cohort of students and parents in a Kindergarten, 1st, 2nd or 3rd grade students.

**SPECIFIC DUTIES:**

**Academic Environment**

- Creates and executes lesson plans specific to respective grade level. Must be able to craft lessons in Math, English Language Arts, Social Studies, and Religion.
- Meets and instructs assigned classes in the locations and at the times designated by the teacher schedule distributed by the Principal.
- Inspires students through enthusiasm for course content and student growth.
- Prepares for assigned classes by creating robust lesson plans that align with the course curriculum designated by the Lower School Principal.
- Engages families in understanding and enjoying the learning of the classroom. Family engagement will consist of weekly/daily, consistent two-way communication. Must be skilled in navigating challenging yet constructive conversations with parents.
- Develops and maintains a safe and inviting classroom environment conducive to learning.
- Aligns instruction to any supplied materials, standards-based unit plan/scope and sequence. However, instruction is not limited to prewritten materials.
- Demonstrates proficiency through careful lesson planning and content expertise.
- Utilizes a variety of assessment tools to evaluate student learning, including formative and summative assessment.
- Achieves a balance between instructional and assessment time that prioritizes authentic learning.
- Continually assesses curriculum and teaching to ensure inclusiveness for ability, race, ethnicity, and socio-economic sensitivity.
- Reviews assessment data at the departmental level to inform instructional strategies. Uses data to make decisions for students requiring more advancement and/or remediation.
- Demonstrates knowledge of students' strengths, challenges, and learning styles.
- Plans and executes weekly religious education lessons aligned with Catholic teaching.

- Writes midterm and end-of-term reports, specifically, progress reports and report cards.
- Knowledge of social-emotional learning (SEL) and the incorporating SEL into the daily classroom experiences.
- Knowledge in educational technology, and use of blended learning techniques where applicable.

### **School Community**

- Attends Back to School Nights, Conferences, Open Houses, school-sponsored extracurricular events, pep rallies, assemblies, community meetings, special events, etc. and serves as chaperone, as required.
- Demonstrates support of students through attendance at social and extracurricular events across divisions.
- Serves as a positive ambassador for Ursuline Academy in the community
- Demonstrates a willingness to serve the school community with time and talents in activities outside of the classroom.
- Assists in upholding and supporting school rules.

### **Communication**

- Maintains an updated course page and accurate, up-to-date student records.
- Posts major assignments/assessments on the Test Calendar at least 1 week prior to due date.
- Writes specific, individual, and constructive comments on report cards/progress reports
- Actively communicates with students and families within 24 hours when students' performance is of concern.
- Completes and logs at least one 1 phone call or email per week to parents that details specific observation of a student's exhibition of the Portrait of an Ursuline Graduate and/or academic performance.
- Responds to any parent communication within 1 business day and documents phone communication with follow-up email.
- Posts grades to online gradebook in a timely manner.

### **Professionalism**

- Exhibits expertise in curricular area(s) by remaining up-to-date on research and trends, attending professional development opportunities, when needed.
- Models professional qualities of discretion, confidentiality, and respect through interpersonal relationships with colleagues, students, and families.
- Responds to observational feedback and incorporates strategies and skills from professional development into instruction.
- Performs duties as assigned including car line, cafeteria monitoring, library coverage, etc. as required by Principal.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Attends and actively participates in all meetings and in-service days.

### **Alignment with Mission, Core Values and Portrait of an Ursuline Educator**

- Actively upholds the school policies and procedures detailed in the Employee Handbook and Faculty Handbook.
- Attends school liturgies, prayer services, retreats, and other mission-directed events or activities, as planned.

- Actively monitors and ensures student adherence to Student Handbook policies and procedures.
- Models desired behaviors for students both in and out of the classroom, including maintaining standards of classroom and school behaviors.
- Enthusiastically engages in professional development activities designed to support professional growth.

#### QUALIFICATIONS:

- Bachelor's degree in Education or related field; Master's degree preferred; Certification strongly preferred.
- Completion of student teaching; 3-5 years of experience preferred. Experience teaching at the lower school level is preferred.
- Must be able to craft lesson plans in Math, English Language Arts, Social Studies, and Religion.
- Demonstrated understanding of educational technology integration in the classroom.
- Demonstrated understanding of effective teaching strategies for different learning styles and aptitudes.
- Ability to develop supplemental materials and/or projects/unit of study.
- Strong interpersonal and communication skills, including presentation, listening and observational skills.
- Excellent organizational, prioritization, and time management skills including the ability to plan and manage projects.
- Strong analytical and problem-solving skills.
- Ability to work effectively with students, teachers, parents, volunteers and school administration from diverse backgrounds.
- Ability to navigate challenging situations with discretion and diplomacy.
- Ability to work independently as well as collaboratively in a team environment.
- Passion for bettering the lives of students.
- Desire to seek out professional development activities related to the latest instructional strategies, student growth and best pedagogical practices.
- Willingness to be an active, enthusiastic member of the Ursuline community.
- Ability to maintain confidentiality at all times regarding the Ursuline community.

#### PHYSICAL DEMANDS:

Work is primarily performed in an indoor environment. The position requires frequent walking, standing, sitting, reaching, and lifting up to 25 pounds. Specific vision ability required, including close, distance, peripheral vision, and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

#### WORK ENVIRONMENT:

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_