



# FREDERICA ACADEMY

Enriching the Mind, Body and Spirit.

## Job Description

**Job Title:** Lower School Teacher – including Early Childhood, Pre-Kindergarten  
**Reports to:** Lower School Director  
**Start Date:** July 31, 2023

**School Description:** Frederica Academy is a Pre-K – 12th Grade independent school located on St. Simons Island, GA. The Academy is a member of NAIS and GISA, and is accredited by the SAIS. The school has approximately 460 students. For more information, please see our school website at [www.fredericaacademy.org](http://www.fredericaacademy.org) and our School Profile under “About us.”

**Frederica Academy Mission:** To maximize each student's potential and prepare him or her for college and adult life through the development of mind, body, and spirit.

**Summary:** Faculty members work with a partner teacher at each grade level to create an engaging and highly creative learning environment in an elementary school setting for grades Pre K-4<sup>th</sup>. Teams use a collaborative co-teaching model for math, reading, science, and social studies. A background and passion for reading instruction is an essential part of teaching in Frederica Academy's Lower School.

**Primary Duties and Responsibilities:** A lower school teacher is required to perform a range of duties including, but not limited to:

- Providing a positive, safe, and optimal learning environment while providing feedback to students, parents, and administrators regarding student progress, expectations, and goals.
- Teaches students in math, social science, and language arts.
- Prepares lesson materials, homework, assignments, tests, etc. to meet curriculum goals.
- Creates an interactive classroom environment for students.
- Integrates technology into curriculum in relevant and engaging ways.
- Develops classroom standards to maintain student discipline and behavior.
- Uses appropriate and varied instructional techniques that effectively utilize resources to maximize student learning.
- Collaborates with the Lower School Director to meet the individualized needs of each student.
- Evaluates student performance regularly and prepares progress reports and report cards based on diagnostic and prescriptive analysis.
- Communicates regularly with parents on student performance.
- Conducts parent conferences two times a year; however, provides ongoing deliberate and thoughtful feedback as needed.
- Communicates effectively with students, parents, and colleagues.
- Attends and participates in weekly faculty meetings, school functions, and professional development activities during and after school hours as needed, appropriate, and assigned.

- Performs other tasks as deemed necessary and appropriate by the Lower School Director and/or Head of School.
- Upholds the mission, principles, policies, and procedures of Frederica Academy.

**Qualifications for this position:**

- Bachelor's degree with preference given to candidates with knowledge of best practices in early elementary education.
- Excellent writing and communication skills.
- Minimum of 5 years teaching experience preferred.
- Background with Independent Schools is preferred, but not required.

**A successful candidate's attributes include:**

- Builds strong relationships with students, parents, and teachers based on a positive attitude.
- A commitment to the growth and development of all students.
- Demonstrates a passion for reading instruction.
- Self-directed initiator with strong organizational skills and detailed follow through.
- Ability to utilize current technology to enrich instruction and communicate with colleagues and parents.
- One dedicated to upholding Frederica Academy's mission and vision.

**Physical Requirements & Environment Characteristics:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel, talk and hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The individual can expect the possibility of stressful environment while dealing with a wide variety of challenges and can anticipate a varied array of stakeholder complexities. The noise level in the work environment is usually moderate but can escalate because of the nature of a school and children at work and play. Varied extreme outside weather conditions during special activities and school events are possible. Some evening commitments are required.

*Frederica Academy is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; national origin, religion; gender identity, sexual orientation; age, disability; or status as a veteran, or any other characteristic protected under federal, state or local laws.*