



FACULTY JOB DESCRIPTION

Position/Title: Primary Teacher
Appointment: School Year 2017/2018
Reports To: Director of the Primary School

Laurel School is seeking talented faculty who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

Position Opening:

As a homeroom teacher, this position entails the design, detailed planning, and instruction of child-centered, age-appropriate curricula in language arts, math, and social studies. Teachers work cooperatively with specialist teachers in world languages, art, science, music, physical education, and dance.

Duties and responsibilities include:

- Preparation and implementation of daily lessons
- Assignment and timely evaluation of all relevant class work
- Design and implementation of appropriate, authentic assessments in each core curricular area
- Comprehensive, on-going documentation of student progress
- Preparation of regular, detailed rubrics and formal narrative reports on student progress
- Assessment and support of individual student learning styles
- Collaboration with other members of the faculty and staff
- Participation in faculty and staff meetings
- Effective and timely communication in person, through email and through voice mail with varied school constituencies
- Support of divisional and school-wide initiatives
- Supervision and/or participation in non-academic activities, i.e. lunch, recess, and afternoon dismissal

Required Qualifications:

The successful candidate ideally holds a graduate degree and possesses 3 or more years teaching experience at the Primary School level. She or he must possess a positive attitude, excellent written and verbal skills, strong organizational skills, and proven success within a work setting that requires collaboration, cooperation, and collegiality. The candidate must possess or acquire and maintain a State of Ohio issued teaching certificate or substitute license.

Salary:

Laurel offers competitive compensation and a comprehensive benefits package.

To Apply:

Interested candidates are encouraged to review Laurel's curricular philosophy at www.laurelschool.org. To apply for the position, please send the following to the address below:

- Cover letter reflecting why Laurel may be the best community for you and/or information on how you could

- further the goal of a culturally or academically diverse environment
- Current resume
- Completed application (see website)

No Phone Inquiries Please

Primary Teacher
Attn: HR, Miriah Seckel
Laurel School
One Lyman Circle
Shaker Heights, OH 44122

Please see www.laurelschool.org for further information and a job application.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.

Work Environment:

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known.

Laurel teachers are committed to:

- the study of research on girls' education
- integrating this knowledge into classroom practice
- working with each girl to fulfill her promise
- flexibility and openness to new ideas
- the academic and social development of girls
- involving parents as partners in the educational process
- the creation of a classroom community
- the integration of community-based learning projects at the classroom level and as a part of the whole school community
- equity and inclusion
- multicultural education
- outdoor education and sustainability

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.