

**Job Title:** Primary School Teacher  
**Department:** Primary School  
**Reports to:** Director of Primary School – Kelly Stepnowsky  
**FLSA Status:** Exempt  
**Posting Date:** February 2022 until filled

**Hathaway Brown School has openings for full-time Primary School teachers (grades K-4) for the 2022-23 school year.**

Ranked the #1 girls school in the state of Ohio, Hathaway Brown is an amazing place to work. Ask our faculty what they like best about HB, and you will hear how employees are encouraged to dream big, try new things and make the most of themselves as educators and human beings. You will hear again and again how much the faculty enjoy the passion and perseverance of the students and how much they enjoy being surrounded by some of the brightest, friendliest, hardest working people anywhere.

### **Position Summary:**

The ideal candidate possesses the skills necessary to actively engage students in the learning process while nurturing a life-long love of learning. They will have the ability to work collaboratively with a grade level teaching partner as well as colleagues in the Primary School. This candidate should have a strong desire to be part of a learning community that values innovation and creativity. The candidate should excel at implementing a quality program that meets the needs of a variety of students.

### **Job responsibilities include but are not limited to the following:**

- Demonstrate a growth mindset and a dedication to life-long learning.
- Demonstrate and embrace cultural competency.
- Use the existing curriculum as a basis for lesson planning, enriched programming, and integrating subject areas.
- Meet regularly with grade level teams to plan, set goals and objectives, prioritize learning, develop and enhance curricular units.
- Manage the classroom environment in a positive manner that promotes enthusiasm for learning and problem-solving.
- Engage students in ways that support their social-emotional development.
- Build community by cultivating relationships, making connections, and communicating proactively with students and their families.
- Demonstrate an interest in and an ability to teach multicultural education that supports diversity and inclusion.
- Facilitate learning by using a variety of teaching strategies to reach a range of learners.
- Collaborate with other grade level and classroom teachers, parents, and administrators.
- Implement meaningful uses of technology to support curriculum and to fulfill administrative responsibilities.
- Coordinate and administer ongoing assessments to determine student achievement.
- Plan field trips to support and connect real-world experiences to the curriculum.
- Work in partnership with parents to communicate grade level goals and individual growth and development of their daughter.
- Present student progress to parents in oral and written form.
- Present professionally in interactions with others.
- Engage in professional development with a commitment to ongoing improvement.
- Other duties as assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/Experience**

A degree in Education, Bachelor minimum. Teaching certification is not required but desirable.

**Language Skills**

Ability to read, analyze, and interpret professional journals. Ability to write reports. Ability to effectively present information and respond to questions from parents and colleagues.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in either written or oral form.

**Physical Demands**

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 and talk or 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.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Diversity, Equity, & Inclusion**

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

**About Hathaway Brown**

Hathaway Brown School has a rich 146-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

*Salary for this position will be competitive regionally for independent schools.*

Email resume, cover letter and educational philosophy to [hrstaffing-ps@hb.edu](mailto:hrstaffing-ps@hb.edu) or mail to:

Director of HR, Job ID #FGT042018, Hathaway Brown School,

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