



# CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

## **Job Description –Teacher Grades 3-5 (Multiple Positions)**

This is a full-time, salaried position with a 9.5-month work schedule and base standard hours of 7:45 a.m. to 3:45 p.m. on school days and teacher in-service days (185 days total). Each teacher will teach one grade in a self-contained classroom. He or she will also be responsible for one extracurricular duty during the school year. Teachers will report to the Headmaster.

### **Position Overview**

Instructional position responsible for the educational leadership of students in a general education classroom setting. The elementary teacher will understand, demonstrate the use of, and implement the school's Hillsdale K-12 classical curriculum, student instruction, and assessment to maximize educational achievement for all students, and work collaboratively to ensure a learning climate for all students that is safe, secure, and respectful.

Teachers' essential duties and responsibilities are as follows:

- Demonstrating an understanding of and commitment to classical education and the vision, mission, and philosophy of the school, and consistently developing, fostering, and advancing these concepts in students
- Demonstrating understanding and mastery of central concepts, tools of inquiry, and structure of the discipline(s) taught, and effectively transmitting this knowledge to students, and making the subject matter meaningful to students
- Developing and maintaining a climate and culture of openness, fairness, mutual respect, kindness, support, and inquiry
- Engaging every student in grade level-appropriate learning experiences that promote performance and intellectual and moral development
- Listening and interacting effectively with students, parents, colleagues, leadership, and community members, respecting differing perspectives
- Modeling and reinforcing good judgment, prudence, virtue, self-discipline, and responsibility
- Developing and implementing a strategic planning system including course, unit, and lesson plans according to the appropriate grade-level scope and sequence of the Hillsdale K-12 curriculum
- Using formal and informal assessment strategies to determine whether students have achieved high standards and modifying instructional strategies as needed to maximize achievement
- Establishing and maintaining a safe and secure classroom environment
- Managing the classroom primarily through the use of established routines and procedures to maintain a positive learning environment
- Managing student misconduct promptly and resolving conflict and crises effectively
- Maintaining a professional development plan and engaging in professional development activities

- Collaborating and assisting intervention specialists in providing differentiated instruction per student IEP
- Using appropriate technology in teaching and learning processes, record keeping, assessment, evaluation, and performance analysis
- Demonstrating positive classroom results and trends.
- Performing other related duties as required either before or after school or during planning bells such as car line duty, recess duty
- Coaching one season of a sport or moderating one semester of a club according to interest and ability

### **Qualifications**

The elementary teacher shall be a person who is well-organized, well-rounded, engaging, and who has the ability to interact joyfully with students, parents, and colleagues. Additionally, strong candidates will possess:

- Ability and commitment to furthering the classical mission and vision of the school
- Ability to exercise excellent judgment and decision making
- A life-long love of learning
- Bachelor's or Master's degree in elementary education or a primary academic discipline
- Ohio teacher license or the willingness to pursue licensure through the RESA mentor program
- A minimum of two (2) years of experience working with school-age children, preferably as a classroom teacher

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

### **Compensation, Benefits and Hiring**

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and enrollment in the State Teachers Retirement System. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

### **Application Process**

Teacher applicants must submit the following in a single email to Mr. Michael Rose, Headmaster: [mrose@cincyclclassical.org](mailto:mrose@cincyclclassical.org):

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and what grade levels you are applying to teach. Please also indicate your salary requirements.)
- Statement of your educational philosophy (in 500 words or fewer)
- Resume/curriculum vitae
- Three professional (or academic, if a recent graduate) references. Please include email address and phone number for each reference.
- College/university transcripts. Unofficial transcripts are acceptable with the initial application. Official/sealed transcripts will be required if a job is offered.