

**Position Title: Early Childhood Teacher**

**Description:** Looking for a motivated and enthusiastic whole-child-centered team player to fill a teaching position at Justus-Tiawah Elementary.

**Salary:** Teacher salary is commensurate to education and teaching experience.

**Date Needed:** August 2023

**About Us:** Justus-Tiawah School is a PK-8 Independent school district outside of Claremore, OK, with about 540 students and 64 employees. Students attend our elementary for PK-3<sup>rd</sup> grades, go to our south campus for 4<sup>th</sup>-6<sup>th</sup> grades, and attend the jr. high for 7<sup>th</sup> and 8<sup>th</sup> grades. The district is blessed with incredible teachers, students, and families. We stand out because of our familial culture and atmosphere. We are known for high academic excellence, however, we take pride that students are well-rounded academically, socially, and emotionally when they move on to high school.

**Education and/or Experience:** Minimum requirement – Bachelor's degree(B.A.) from a four year college or university. Works well with a team, has good classroom management and communication skills, dependable.

**Certificates, Licenses, Registrations:** Eligible or already in possession of an Oklahoma Teaching License/certificate and early childhood certificate as necessary. Background check required for hire.

**Essential Duties and Responsibilities**

- Develop and administer early childhood school curriculum consistent with Oklahoma Academic Standards.
- Promote a classroom environment that is safe and conducive to individualized and small-group instruction, and student learning.
- Develop lesson plans and instructional materials to maximize learning experiences in the available time for instruction.
- Conduct ongoing assessments of student learning, and modify instructional methods to fit individual students' needs, including students with special needs.
- Instruct students in the principles of responsible citizenship and other subject matters, as well as administrative regulations and procedures of Justus-Tiawah School.
- Continue to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, professional meetings, or by conducting research.
- Participate and contribute to the weekly PLC meetings
- Organize and maintain a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement, and attendance as required by Justus-Tiawah procedures.
- Encourage parental involvement in students' education and ensure effective communication with students and parents.
- Ensure that student conduct conforms to the schools' standards and policies.

- Coordinate with other elementary professional staff members, especially within grade level, to evaluate and assess curriculum, and participate in faculty meetings and committees.
- Select and acquire appropriate books, instructional aids, and other supplies and equipment and maintain inventory records.
- Supervise students in activities that take place out of the classroom during the school day, including field trips, recess, and other school activities as needed.
- Administer standardized tests in accordance with District and/or State testing programs.

### **Knowledge, Skills, and Abilities**

- Knowledge of current teaching theory methods and educational pedagogy, as well as differentiated instruction based on student learning styles.
- Knowledge of elementary school curriculum and concepts.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others.

**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 sit, stand, walk, and talk or hear. The employee is occasionally required to run; stoop and kneel. The employee must occasionally lift and/or move up to 50 lbs. The employee must occasionally push items of 75lbs. or more, such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this include close vision, distance vision, and depth perception.

**Procedure for Application:** If you are interested in applying, please submit your current resume, cover letter, and references to Ed Crum, Superintendent([ecrum@justustiawah.com](mailto:ecrum@justustiawah.com)). Positions will be open until filled.

In compliance with Title VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Oklahoma law, Justus-Tiawah School District 66C009 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. English speaking ability will not be a barrier to participation and admission to District programs. Complaint procedures have been established for students, parents, employees or need for special education services. The following person(s) have been identified as the compliance officer for the District. Ed Crum, Superintendent, 14902 E. School Road, Claremore, OK 74019, (918) 341-3626.