

**Job Description - Kindergarten Position**

**Hours**: Part time, 7:50 am - 12:30 pm (Actual school day is 8:30 am - 12:00 pm for kindergarten)

**Start Date**: August 4, 2022

**End Date**: May 25, 2023

**Description**

Parkview Christian School (PCS), a ChildLight school in Lilburn, Georgia, is seeking a part-time Kindergarten teacher.

Our school is a five-day a week, K-8 Christian school which offers a liberal arts education based on the philosophy and methods of British educator Charlotte Mason. We seek to foster the development of great minds and wide interests while nurturing each child’s relationship to God and the world He has created. Our vision is for all students to grow in a love of learning that extends beyond the classroom for their good and the good of their communities. This kind of perpetual learning extends to teachers as well (“*Ancora Imparo*”–*Still I am learning*), ensuring that the classroom itself is collaborative between student and teacher. Class sizes are intentionally kept small, spending time outdoors is valued, and partnering with our covenant families in a positive way are key aspects of our educational mission.

A Kindergarten candidate will havethe following skills, credentials, and expertise. He or she will:

* Embody the missions, vision, and core values of Parkview Christian School
* Possess a mastery of age-appropriate pedagogical techniques
* Hold at least a Bachelor’s Degree (required)
* Be familiar with Charlotte Mason (CM) philosophy (preferred, but not required)
* Understand the aims, spirit, and methods of a CM education (or a willingness to learn)
* Have the desire and ability to cultivate strong, collaborative relationships with colleagues, students, and families

Position Functions and Essential Duties

* Teach the curriculum as approved by the Curriculum Director
* Create and/or enhance unit plans for content areas (with consent of the Curriculum Director)
* Submit weekly/monthly lesson plans in a timely manner
* Conduct regular formative assessments in addition to periodic summative assessments, and document these on a timely basis, enabling preparation of progress reports and report cards
* Perform other duties as assigned, including lunch duty, Spark duty, and/or carpool duty, etc.

Classroom Duties

* Create and implement a classroom management plan
* Keep daily records (attendance, behavioral documentation, etc.)
* Use technology, including our online school management system (PCS will train)

Parent Advocate and Communicator

* Excellent communication skills, including grammar and the ability to write well
* Communicate with parents via email, meetings, etc.
* Plan and execute parent/teacher conferences when scheduled and if needs arise

School Community Member

* Attend mandatory staff meetings, professional development, and teacher work days
* Attend mandatory after-school events
* Attend extra-curricular activities when available
* Willingness to work collaboratively with other teachers and staff
* Meet regularly with the Principal and/or Curriculum Director to review methods, curriculum, classroom management, and discipline issues/student concerns.
* Complete summer professional development assignments (CM reading, discussion, etc.)

Steward

* Of physical classroom space
* Of classroom and playground equipment
* Of curricular materials

There are several training days required for teachers every year that are part of the teaching contract, but not paid separately. These include preplanning (8/4-5), postplanning (5/25), the annual ChildLight conference (in 2022, the dates are 10/6-7). There may also be an Inservice Day(s) where teachers will come to school and work for several hours or have Professional Development provided (childcare will not be provided during these times).

Curriculum

The curriculum at PCS seeks to affirm that each student is created in the image and likeness of God, and that the pursuit of truth always begins with a sense of wonder. We hold to Mason’s primary belief that “children are born persons.”

The Charlotte Mason Educational Model

* Educates the whole child - nurtures the spiritual, intellectual, social, and physical life of children
* Promotes the “science of relations” - forming relationships with God, man (including self), and the world
* Believes that children, and not teachers, are the responsible persons; they do the work by self-effort and habit-training because all education is self-education
* Assesses by written, picture, or oral narration (retelling); children tell what they know
* Does not teach to “the test”
* Adheres to written evaluations - no grades, prizes, etc. Children do the work for the sake of obtaining knowledge, not for grades or to please a teacher
* Uses “living books” - books that contain living ideas and are not written down to children. Textbooks are used for math and science, but they are heavily supplemented with “living books” and “hands-on experience”
* Enlists and covenants with parents, who are encouraged and expected to participate in the life of the school
* Provides outdoor recess each day (weather permitting), not including P.E. Outdoor education is an integral element of the curriculum
* Trains in the habits of both body and mind throughout all classrooms as the way to enable a child to master his own actions (self-discipline/masterly inactivity)
* Adheres to minimal homework, with the caveat that children are expected to use the 6-½ hours of the school day well
* Supports and teaches the arts (music, art, handiwork, etc.). Proven to increase academic performance as well love for the good, the true, and the beautiful, the arts are a non-negotiable part of a CM curriculum

If you are interested in this position, please send your resume and cover letter to Jan Collier at [jancollier@parkviewchristian.com](mailto:jancollier@parkviewchristian.com).