



## **Job Description – Elementary Teacher**

**Department:** Education  
**Reports to:** Principal or Assistant Principal  
**Status:** Full Time

### **Mission**

Peace Preparatory Academy is seeking staff members committed to our mission of being a place that educates the whole child, supports the whole family, and provides growth and change opportunities for the whole community in a Christ-centered learning environment.

### **Job Summary**

The Elementary Teacher is responsible for planning and implementing a comprehensive educational program for one class of Kindergarten - 5th grade students.

### **Key Traits**

- A strong desire to be a part of a school in its foundational years.
- Demonstrated ability to work effectively informally and formally with individuals and families of diverse make-ups, cultures, and communities.
- Commitment to Christian character, spiritual growth, and maturity.
- Alignment with Peace Preparatory Academy's programmatic pillars: developmentally appropriate, trauma informed, culturally relevant, spiritually formative

### **Responsibilities**

- Instruct students in an in-person classroom environment through lectures, discussions, visual aids, instructional strategies, and other effective teaching methods for student comprehension.
- Prepares lessons and outlines to use in class that effectively cover the material.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Administer and/or support state and local testing processes and policies.
- Maintain a clean and orderly classroom including daily classroom clean up (ie wiping down surfaces) to uphold sanitation standards for a safe school environment.
- Monitor students in the classroom, at lunch, or throughout the school by maintaining order and discipline during assigned special duty times.

- Perform various administrative duties such as taking attendance, organizing the classroom, and responding to emails and phone calls from parents, school administrators, and staff in a timely manner.
- Coordinate in-person conferences with parents and guardians to review student's performance, behavior and other issues.
- Attend in-person faculty meetings, teacher training workshops and educational conferences to maintain and improve professional competence.
- Maintain accurate, complete, and correct student records as required by laws and administrative regulations.
- Assist administrators and other staff members in the orderly, expedient, and safe transition of students from one location to another.
- Maintain prompt and regular attendance in accordance with paid time off (PTO) policy.
- Performs other duties as assigned by an appropriate administrator or their representative.

**Education**

- Bachelor's degree from an accredited institution
- GA Teacher Certification is preferred but not required

**Benefits**

- Health Insurance
  - Medical Insurance for employees (employer paid).
  - Mental health (Therapy) reimbursement up to \$240/ month
- 403(B) Teacher Retirement Plan
- 10 Paid Time Off days in addition to school and holiday breaks

**Working Hours**

- Monday - Friday 7:30 am -3:30 pm ( Subject to change)

**Salary Range**

- \$45,943 - \$76,914
  - Depending on years of teaching experience and level of education



This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

**Peace Preparatory Academy does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.**