

Annunciation Catholic School

Committed to Serve, Learn, and Love



Position: Preschool Teacher

Primary Roles:	Staff Crew Member Responsibilities & Expectations Teaching Faculty:
<p>TEACHER The Preschool Teacher instructs the Preschool class in all subject areas, including ELA (English Language Arts), Math, Science, History, & Catechism. This teacher is responsible for the primary classroom instruction of the AOD Preschool Curriculum in all of these subject areas.</p> <p>CREW LEADER This teacher serves as the Crew Leader for their homeroom, responsible for leading ~30-45 minute crew community meetings four mornings per week, fostering character, supporting collaboration, and promoting social-emotional wellness in their crew. This teacher also serves as a "Crew Family Leader" for their all - grade Crew Family for school events.</p>	<p>JOY Joyful, loving interactions with all and unconditional positive regard for everyone.</p> <p>POSITIVE RELATIONSHIPS Maintenance of appropriate, compassionate, supportive, and productive relationships with all students, parents, & colleagues to create a joyful work environment.</p> <p>PROFESSIONALISM Kind, respectful, appropriate, & timely communication (in person, email, and otherwise) and careful attention to all professional responsibilities (i.e. checking one's office mailbox, professional dress, sending things home with students, turning things in to office, etc.)</p> <p>TEACHING FOR TRANSFORMATION CORE PRACTICES Thoughtful and diligent implementation of TFT Core Practices & Essential Practices.</p> <p>LEARNING EXPEDITIONS Creation and execution a learning expeditions during the school year including: kick-off experience, guiding questions, case studies, fieldwork, collaboration with experts, final product & presentation for outside audience. The learning journey is mapped through a Storyboards.</p> <p>SACRAMENTAL PREP Prepare and support students in receiving their sacraments. (2nd and 3rd Grade with their primary teacher. 4th - 8th Grade with the Parish Liaison as needed)</p> <p>COLLABORATION & CO-PLANNING Open and active collaboration with Level Team, including co-planning for expeditions and level-specific events. Membership & participation on one School Committee (ex: Peace Day, Halloween, Dia de los Muertos, etc.) & one School Team (Data Team, SEL Team, Liturgy Team, and Literacy Team)</p> <p>REFLECTION & GROWTH Thoughtful and prompt completion of trimester reflections & surveys, participation & collaboration in peer-consulting rounds, etc.</p> <p>SUPERVISION Prompt arrival and active supervision for all scheduled classes, duties, & transitions during the school day throughout the building.</p> <p>PARENT COMMUNICATION Regular communication with parents (Class Dojo, in-person, email, etc.)</p> <p>CLASSROOM SPACE & STEWARDSHIP Creation and maintenance of a clean, organized, inviting, and beautiful classroom, making best use of available resources to support class & crew activities. Proper care of classroom resources, laptop, and other school resources.</p> <p>DOCUMENTATION PANELS & WALL DISPLAYS Creation & regular updating of attractive and organized displays of student learning & work in classrooms & hallways (displays ought to include student work, pictures, quotes, learning targets, drafts & evidence of revision, rubrics, etc.).</p> <p>FACULTY GATHERINGS Presence at and active participation in all Professional Development Days, FCC "Faculty Crew Club" gatherings (one afternoon per month 3:15-5:00pm) Level Team Meetings (one afternoon per month from 3:15-4:30pm) Team Meetings (one afternoon per month from 3:15-4:30pm)</p> <p>SCHOOL EVENTS & TRADITIONS Active participation in, support for, and preparation for (& student preparation for) school events and traditions, i.e. Award Ceremonies, Weekly School Masses, Celebration of Learning Night, Peace Day, the Christmas Program, etc. as well as some mandatory school events during the year that occur outside of regular contract hours.</p> <p>SCHOOL POLICIES Support for and enforcement of all school policies laid out in the handbook, i.e. uniform, tardy policy, attendance, appropriate student behavior, etc.</p> <p>DISCIPLINE Adherence to shared and commonly established level discipline policies, and follow-through in their proper enforcement, including consistent use of Class Dojo to track behavior.</p> <p>GRADES Weekly updating of grades for all students in all classes, posted on FACTS (our online grading system), and final grades logged properly in cumulative files at end of year.</p> <p>STANDARDIZED ASSESSMENTS Consistent, proper, and timely administration and scoring of required standardized assessments (STAR Benchmarks, ARK test etc.).</p> <p>SURVEYS Consistent, proper, and timely administration of required surveys (CREW Survey, Religion Survey, etc.)</p> <p>TECHNOLOGY Proper care for, use of, and accounting of technology; including monitoring students' use, enforcing proper handling of technology, keeping technology clean and functional, daily storage of technology securely, and vigilance regarding damaged or missing technology.</p>

Specific Pre-K and K Level Teacher Responsibilities

Preschool Teacher	Kindergarten Teacher	All PreK & K Team Teachers
<ul style="list-style-type: none"> • Coordinate at least 1 on campus field trip for students in your class. • Coordinate at least 1 field work opportunity for students in your class. • Responsible for addition sanitizing of the classroom and classroom materials. • Responsible for planning & facilitating "level-meeting" & agenda on a rotating schedule. 	<ul style="list-style-type: none"> • Coordinate at least 1 field trip for students in your class (Excluding Aloha Beach). • Coordinate at least 1 field work opportunity for students in your class. • Collaboration with 5th Grade for "Reading Buddies" • Plan and coordinate with their partner class the field trip to Aloha Beach. • Responsible for planning & facilitating "level-meeting" & agenda on a rotating schedule. 	<ul style="list-style-type: none"> • Work with students to write required 'Thank You' Notes, Notes to 'Friends of Annunciation/Donors,' etc. throughout school year. • Monthly & Trimesterly Award Selections and Preparation. • Ensure that materials for next year (consumable books, construction paper, and handwriting paper) are ordered.
<p>Preschool & K Level Leadership: This most senior person on the Preschool and K Level Team serves as the Lead Teacher and responsible for scheduling all level meetings and coordinating level team projects and events.</p>		
<p>Preschool, K, 1, 2 & 3 Level(s) Leadership: Most Senior Member of Pre-K, K, 1, 2, & 3 Level Teams is the Representative on the Leadership Team.</p>		
<p>New Teachers: All teachers who are new to Annunciation Catholic School are required to participate in August Orientation & monthly New Teacher meetings throughout the year.</p>		