

Annunciation Catholic School

Committed to Serve, Learn, and Love



Position | First Grade Homeroom Teacher & Crew Leader instructs the First Grade class in all subject areas, including ELA (English Language Arts), Math, Science, History, & Catechism. This teacher is responsible for primary classroom instruction of the AOD First Grade Curriculum across all subject areas.

CREW LEADER | This teacher serves as the Crew Leader for their homeroom, responsible for leading ~30-45-minute crew community meetings five mornings per week, fostering character, supporting collaboration, and promoting social-emotional wellness within their crew.

Kindergarten Teacher	First Grade Teacher	2nd Grade Teacher	All K-2 Team Teachers
<ul style="list-style-type: none"> Coordinate at least one field trip for students in your class (Excluding Aloha Beach). Coordinate at least one field work opportunity for students in your class. Responsible for planning & facilitating "level-meeting" & agenda on a rotating schedule. 	<ul style="list-style-type: none"> Coordinate at least one field trip for students in your class (Excluding Aloha Beach). Coordinate at least one fieldwork opportunity for students in your class. Preparation of students to put on the annual "Stations of the Cross" play. 	<ul style="list-style-type: none"> Coordinate at least one field trip for students in your class (Excluding Aloha Beach). Coordinate at least one fieldwork opportunity for students in your class. Preparation of students to receive the Sacrament of Reconciliation. Preparation of students to put on the annual "Our Lady of Guadalupe" play. 	<ul style="list-style-type: none"> ACCELERATED READER (AR) Full utilization of Accelerated Reader (AR) with students to monitor reading progress, as well as careful tracking of student AR points. (1-8) UFLI Full utilization of the UFLI Curriculum to instruct Literacy ReadWell Full utilization of the ReadWell Curriculum to instruct small homogeneous reading groups. Bridges Math Full utilization of the Bridges Math Curriculum to instruct mathematics. Work with students to write required 'Thank You' Notes, Notes to 'Friends of Annunciation/Donors,' etc. throughout the school year. Trimester Award Selections and Preparation. Ensure that materials for next year (consumable books, construction paper, and handwriting paper) are ordered. Plan and coordinate the field trip to Aloha Beach with their partner class.

Leadership Team | A member of the Preschool, K, 1, & 2 Level Team will be elected to the Leadership Team based on demonstrated leadership, collaboration, and organizational strengths.

Staff Crew Member Responsibilities & Expectations | Annunciation Catholic School Teaching Faculty

POSITIVE RELATIONSHIPS | Joyful, loving interactions with all and unconditional positive regard for everyone. Maintenance of appropriate, compassionate, supportive, and productive relationships with all students, parents, & colleagues to create a joyful work environment.

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 the office, etc.)

ANNUNCIATION CORE AND ESSENTIAL PRACTICES | Thoughtful and diligent implementation of ACS Core Practices & Essential Practices.

LEARNING EXPEDITIONS | Creation and execution of a learning expedition 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 and/or Documentation Panels.

COLLABORATION & CO-PLANNING | Open and active collaboration with Level Team.

REFLECTION & GROWTH | Thoughtful and prompt completion of trimester reflections & surveys, participation & collaboration in peer-consulting rounds, etc.

SUPERVISION | Prompt arrival and active supervision for all scheduled classes, duties, & transitions during the school day throughout the building.

PARENT COMMUNICATION | Regular communication with parents (Class Dojo, in-person, email, etc.)

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, laptops, and other school resources.

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.).

FACULTY GATHERINGS | Presence at and active participation in all Professional Development Days, FCC "Faculty Crew Club" gatherings (one afternoon per month, 3:15-5:00 pm).

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, etc. as well as some mandatory school events during the year that occur outside of regular contract hours.

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.

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.

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 the end of the year.

STANDARDIZED ASSESSMENTS | Consistent, proper, and timely administration and scoring of required standardized assessments (STAR Benchmarks, ARK test, etc.).

SURVEYS | Consistent, proper, and timely administration of required surveys (Character Survey, etc.)

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.

NEW TEACHERS | All new teachers at Annunciation Catholic School are required to participate in August Orientation & monthly New Teacher meetings throughout the year.