



## TRINITY SCHOOL

*A Place Where Children Learn to Love Learning*

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## Primary School Early Elementary Grade Teacher Job Description

**Job Title:** Early Elementary Grade Teacher

**Division:** Primary School

**Classification:** Full-Time Exempt

**Reports to:** Primary School Director

### **Summary:**

Trinity School is a co-educational, independent, Catholic school for students in grades PreK-3 through 8th grade. Located on a 48-acre campus, Trinity is a place where children learn to love learning in an environment that fosters the educational process. One of the school's major strengths is its commitment to a challenging, comprehensive curriculum offered in a personalized manner that invites the best from each student. This curriculum incorporates both family and religious values.

Trinity School is currently seeking qualified candidates for full-time early elementary grade teacher positions in Kindergarten and 3<sup>rd</sup> Grade for the 2024-2025 academic year.

### **Essential Job Functions:**

- Creates an engaging learning environment for the students and instruct in all areas of Language Arts, Math and Social Sciences, STEM, and Religion (if Catholic).
- Consistently applies a whole-child approach to teaching and fostering academic, social, and emotional growth in alignment with the Trinity School mission.
- Develops, documents, and implements lesson plans aligned with the school's curriculum and best practices.
- Implements whole and small group instruction.
- Differentiates instruction to both enrich and support student learning,
- Communicates with parents in a professional and timely manner.
- Prepares written report card comments and facilitates parent-teacher conferences.
- Actively participates in faculty meetings, in-service learning, retreats, and school committees.
- Supervises students during arrival/dismissal, lunch, and recess as scheduled.
- Works collaboratively with other teachers, staff and administration.
- Competence with classroom technology integration and teaching via digital platforms.

### **Core Competencies:**

Possesses strong classroom management skills.

Possess strong verbal and written skills.

Strong classroom technology integration and teaching via digital platforms skills.

Effective collaboration and problem-solving ability.

Demonstrate job specific skills required to meet essential job functions.

**Required Education and Experience:**

Bachelor's Degree in Early Childhood or Elementary Education; experience teaching at early elementary school level.

**Preferred Education and Experience:**

Experience in a Catholic or independent school setting.  
MSDE Certification in a related field.

**Physical Requirements:**

Must be able to stand, walk and sit for prolonged periods of time.  
Physical stamina and dexterity.

**Additional Notes:**

Salary commensurate with experience. This position is eligible for full-time benefits. The successful candidate will be required to complete Criminal Justice Information Services background check, and MSDE employment history review.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.