

KING'S COLLEGE PREPARATORY SCHOOL
JOB DESCRIPTION – **TEACHER**

Division: REDC
Department: King's College Preparatory School
Title: Teacher
Reports to: Principal
Location: 49-40 Carl Hall Road, Toronto, M3K 2C1

Job Summary

To carry out the professional duties of a Teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal. To be an effective professional who demonstrates their curriculum knowledge, able to deliver effective teaching, learning and assessment to support the achievement of students.

Principle Duties & Responsibilities

- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, and administration.

- Collaborates with instructional staff, other school personnel, parents, and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the King's College mandate.
- Counsels students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.

Qualifications

- Bachelor of Education.
- Ontario Teaching Certification (OCT) in good standing.
- 2-3 years of classroom teaching experience.
- Excellent oral, written, communication and presentation skills.
- Computer literacy: proficient and knowledgeable with Word processors, spreadsheets, Email, Internet, and iPad.
- Creative, innovative, and positive approach to teaching.
- Excellent classroom management, organization, and planning skills.
- Ability to work independently and as an effective team member.

Please submit resumes to careers@rhemaonline.ca