



## **Position Available: Elementary Teacher, Full Time**

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Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

Jack & Jill Center's **Madelaine Halmos Academy (MHA)** is a private elementary school, serving kindergarten through 5th grade students. Educators, staff and volunteers work together to create a safe, academically challenging and socially supportive environment for all learners. MHA's unique program nurtures the whole child by combining academic, social-emotional, and wellness elements to ensure a highly-effective educational experience.

### **POSITION DESCRIPTION AND JOB FUNCTIONS**

The Elementary Teacher is an essential part of the Madelaine Halmos Academy (MHA) – a private elementary school, serving kindergarten through 5<sup>th</sup> grade students. The Elementary Teacher will work closely with school administrators, staff and volunteers to create and maintain an engaging, developmentally appropriate classroom atmosphere conducive to learning.

### **ESSENTIAL JOB FUNCTIONS**

The Elementary Teacher will provide a safe, nurturing, loving, and academic environment where self-concepts are enhanced, independence encouraged, and individuality respected. Additionally, the following job functions are expected:

- **Instruction, Assessment, and Evaluation**
  - Promote and uphold the organization's mission and vision at all times.
  - Present lessons in a comprehensive manner and use curriculum technology components (visual/audio) means to facilitate learning.
  - Meet class and school-wide student performance goals.
  - Utilize data to inform and drive instruction to meet the differentiated needs of each student.
  - Provide individualized instruction to each student by promoting interactive learning.
  - Ensure that classroom centers are used on a regular basis in both Math and English Language Arts.

- Ensure that classroom schedule is adhered to and that each subject has a designated time block including science and social studies.
- Conduct parent teacher conferences throughout the year making parents partners in their child's education.
- Work and collaborate with the school Instructional Coach to strengthen classroom content and delivery.
- Create and distribute educational content (notes, summaries, assignments, etc.) as needed to parents on a weekly basis.
- Actively use Class Dojo to highlight classroom activities and to promote open communication with parents.
- Use age/grade appropriate techniques, strategies, books, and materials, which promote and enhance critical, creative, and evaluative thinking capabilities of students.
- Create projects designed to enhance instruction.
- Assess and record students' progress and provide grades and feedback for each quarter through progress reports and report cards.
- Maintain grade books and update grades weekly in the management system.
- Complete formative and summative assessments on a regular basis between set school wide progress monitoring testing.
- Maintain a tidy and orderly classroom.
- Collaborate with other teachers, parents, and stakeholders and participate in regular meetings.
- Plan and execute educational in-class and outdoor activities and events.
- Observe and understand students' behavior and psyche and report suspicions of neglect, abuse, etc.
- Develop and maintain student portfolios throughout the school year.
- Ability to develop lesson plans and successfully instruct students in theories, methods and tasks.
- Ability to effectively communicate with others and clearly express complex ideas.
- Proficient active listening skills to understand and adapt to students' various learning needs.
- Knowledge of appropriate learning psychology, styles and strategies.
- Show strong public speaking and oral presentation skills as well as, keep excellent organization and time management skills.
- Advanced technology skills to track student attendance and grades and present creative lessons.
- Use appropriate instructional strategies, books, and materials that reflect each student's culture, learning styles, unique needs, and socio-economic background.
- Models and reinforces self-discipline and responsibility promoting SEL and leadership skills.
- Establish a classroom management system that maintains appropriate discipline and creates a positive learning environment in which students are actively engaged in learning, social interaction, cooperative learning, and self-motivation.

- Attend school events outside regular school hours including, but not limited to: Parent/teacher conferences, arts performances, student or family socials, open houses and special events.
  - Work with peers, parents, community, and other stakeholders in the continuous improvement of the educational experiences of students.
  - Promote leadership skills and patience for working with students of various ages.
  - Always treat students with respect, kindly, considerately and administer discipline in accordance with the protocols of Madelaine Halmos policies and the state of Florida.
- **Professional Development**
    - Engage in planned professional development throughout the year and promote a continuous improvement for self and school.
    - Attend conferences relating to education as may be required by law, by the Department of Education, or Madelaine Halmos Academy of Jack & Jill Center.
    - Review current developments, literature and technical sources of information related to job responsibility.
- **Compliance**
    - Keep records, prepare and submit reports as may be required by law, by regulations of the state, Broward County Public Schools, or Madelaine Halmos Academy/Jack & Jill Center.
    - Give instructions in and hold, under the direction of the Director of Elementary, fire and emergency drills as may be prescribed by law, by regulations of the state/local county licensing and as otherwise may be deemed necessary.
    - Fulfill the terms of any written contract, unless released from the contract by Jack & Jill Center, and adhere to Code of Ethics.
    - Account for all school property (keys, records, reports, personal computers, digital devices, etc.) to the Director of Schools as may be prescribed by regulations of Madelaine Halmos Academy of Jack & Jill Center.
    - Perform and promote all activities in compliance with equal employment and nondiscrimination policies.
    - Ensure adherence to good safety procedures.

## **POSITION REQUIREMENTS**

### **Desired Qualifications:**

- Must possess effective instructional delivery techniques and excellent communication skills.
- Ability to create, compose, and edit written materials.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to identify and interpret long-term goals needed by the organization.
- Ability to analyze problems and develop creative solutions to issues.

- Follow and enforce Center’s policies and procedures at all times as listed in employee and parent handbooks.
- Mobility to move around the school premises as needed.

**Desired Education and Experience:**

- Minimum of a Bachelor’s Degree in Education or related field.
- Florida State Teaching License, preferred.
- Florida Department of Education Certification in Pre-Kindergarten – 3<sup>rd</sup> Grade or Kindergarten – 5<sup>th</sup> Grade
- CPR/First Aid for Infant through Adult
- At least one or more years of experience in an educational program for school age children as well as, proven experience as a teacher.
- Thorough knowledge of teaching best practices and legal educational guidelines partnered with a willingness to follow the school’s policies and procedures.
- Excellent interpersonal and communication skills (oral & written) and the ability to work effectively with a wide range of constituencies in a diverse community.
- Experience with project-based and inquiry-based learning in conjunction with arts integrated instruction.
- Experience documenting students learning in personalize education plans.
- Knowledge of Multiple Intelligences and utilizing them when designing lessons.
- Knowledge and comfort level with educational technology and applications.
- Strong morals, values and discipline.
- Basic computer skills and experience with Google platform.
- A valid driver’s license and access to transportation.
- Authorized to work in the U.S.A.

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

**SPECIFICS**

- Title: Elementary Teacher, Full Time
- Team: Madelaine Halmos Academy
- Reports To: Principal
- Salary: Starting \$53,000 annually; commensurate with experience.
- Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance
- To apply, please submit an Employment Application by [Employment Application | Jack and Jill Center](#).