

Lead Teachers instruct in language arts, math, social studies, social justice, and science. Depending upon class size, classrooms have either a full- or part-time Teaching Assistant in addition to the Lead Teacher.

### **Curriculum:**

Coordinate with the Head of School, Lead Teacher peers, and Teaching Assistant to implement an appropriate curriculum consistent with the Aurora philosophy and goals, including instruction of small and large groups of students and regular assessments and evaluations of students.

### **Classroom environment:**

- Set up a classroom for onsite and remote learners.
- Keep the classroom clean, safe, and uncluttered throughout the year.
- Organize materials at the end of the year for summer storage.
- Report any classroom maintenance problems to the appropriate staff person.
- Help maintain the common areas of the school.
- Demonstrate effective classroom management and record-keeping techniques.

### **Meetings and Committees:**

- Attend meetings and staff in-service days; rotate chairing and recording at these meetings.
- Act as an educational staff representative to one school committee, as determined annually during August planning sessions.

### **Communication with Families:**

- Recognize and respect the primary role of the parents in the education of their children. Work to facilitate parent involvement and respond to communications initiated by parents/guardians within 72 hours and be responsive to any concerns expressed.
- Notify parents in case of child illness/injury/behavior problems per Aurora Behavior and Communication Policies.
- Hold formal parent/teacher conferences twice a year for each student, as well as other conferences that may be necessary throughout the year.
- Write twice-yearly progress reports for each child.
- Write and distribute class newsletter (Grades K-1 weekly; Grades 2-5 every other week).

- Maintain and encourage open communication with parents, and communicate any feedback received as necessary.
- Work to help parents understand Aurora's philosophy of learning and how day-to-day teaching strategies and curricula are aligned with the school mission.

#### Field trips:

- Implement and safely carry out class field trips to support learning as related to the curriculum.
- Notify the administration in advance of any trips planned, including any materials and registration needed and possible scheduling conflicts.

#### After-hours school-wide events attendance:

- Back-to-School Night (fall)
- Tinker Faire (Saturday afternoon in the fall)
- Admissions Events (1-2 Saturday mornings)
- Assigned Class Performance
- 2 Saturday Assessments

#### Substitutes:

- Plan lessons and extensions for substitutes.
- Procuring your substitute from our substitute list or Teachers on Reserve.

#### Miscellaneous:

- Actively engage with each student in a manner that fosters a positive self-concept, enjoyment and development of academic competency, and a feeling of respect for themselves, the Aurora community, and beyond.
- Ensure that teaching style, curricula, and interactions with students, parents, staff, and teachers reflect Aurora's mission and core values.
- Make appropriate referrals for the benefit of the student, if in-class instruction does not meet their needs.
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- Be responsible for the safety of all children when supervising on schoolyard at recess and lunch. This includes, but is not limited to, consistent monitoring, disciplining, and/or facilitating conflict resolution for behaviors such as the use of inappropriate language, teasing, physical aggression, and exclusion.
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- Assess and evaluate prospective students.
- Supervise and monitor parent volunteers.
- Interact with all staff as equal and respected partners.
- Participate in the interview process for selecting new staff as needed.
- Accept accountability and professional evaluation of performance and respond to feedback positively and professionally.
- Exhibit professional standards of attendance, punctuality, grooming, language, preparation, and relationship with students.
- Notify the office when leaving the school grounds, with or without a class, during school hours.
- Read the Staff/Faculty Handbook in its entirety and submit a signed Acknowledgement of Staff Handbook Understanding form.
- Other duties as assigned by the Head of School.

**EEO Policy:** Aurora School is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration.