



## Elementary School Teachers/Specialists

Teaching at Riverstone International School is driven by the school's mission, “*Riverstone International School inspires courageous journeys of academic and personal exploration to enable students to lead purposeful lives.*” As an International Baccalaureate World School, we are firmly committed to the IB Programmes and offer opportunities for students’ exploration and growth through our five pillars of academic excellence, international understanding, community and service, leadership by example, and outdoor education.

Students from preschool through high school attend classes on a single campus. All students are enrolled in one of the International Baccalaureate Programmes:

- Primary Years Programme (preschool through grade 5)
- Middle Years Programme (grades 6-10)
- Diploma Programme (grades 11-12)

Faculty in the Elementary School at Riverstone International School experience a diversity of teaching, leadership, and community experiences. Our school's guiding principles encourage teachers and students to seek understanding, to respect themselves and others, and to take action to help the community. Riverstone believes that when teachers are committed to these principles, and are experts in their subject area and its pedagogy, they will be successful.

As at many independent schools, our faculty and staff must be flexible and open to new experiences. Our faculty and staff promote and facilitate academic excellence for a range of learners, the majority of whom are native English speakers, but some who are not. Teachers and staff encourage and support student-led initiatives.

Riverstone teachers and staff lead by example. Teachers collaborate and support other faculty and students and develop and refine curriculum. Teachers welcome the perspective of a broad range of opinions and life experiences, including those of our growing international population. Our teachers facilitate field trips and outdoor trips and are given the opportunity to lead national and international trips. We all contribute and collaborate. Ultimately, our teachers and staff strive to provide a rich and rewarding education for our students.

### Qualifications

- Bachelor's degree in Music Education or related field.
- Proven classroom management and teaching experience.
- Strong communication skills with proficiency in English.
- Experience in curriculum development and lesson planning
- Knowledge of early childhood education and childhood development.

### Employment, Benefits, and Salary



- Compensation: Faculty salary scale based on education and years' teaching experience + benefits.
- This is a full-time, non-exempt position, working 8:00 AM – 4:00 PM, Monday through Friday.
- This position is eligible for benefits.

In addition to the responsibilities outlined above, all faculty are required to abide by the school's policies and procedures set forth in the Faculty Handbook.

### **Employment Classification**

This is a full-time, exempt position. Teachers report to the Elementary School Director.

### **"The Details" of teaching in the Elementary School at Riverstone**

- School year approximately mid-August to mid-June
- School day 8:30 AM – 3:30 PM with expectations for Elementary School teachers to be at school from 8:00 AM – 4:00 PM
- Homeroom teachers collaborate with specialist teachers for art, music, Spanish/Mandarin, library, outdoor and physical education.
- Teachers assist with recess and lunch duty on a rotating basis.
- Small class size: Preschool, Pre-K and Kindergarten: Max of 16 students; Grade 1-5 Max of 18 students.
- Contribute to and maintain online curriculum management system (ManageBac).
- Must be willing and able to participate in the full life of the school, including outdoor education.
- Expect to attend International Baccalaureate training before or during your first year.
- Must attend all divisional staff meetings and monthly all staff meetings.
- Lead parent-teacher conferences and participate in student led conferences.
- Homeroom teachers participate in Elementary School Fall Raft trips and organize an outdoor trip dependent upon grade (see website for more details on outdoor activities schedule for each grade).
- Maintain an open-door policy for students and parents.
- Teachers are invited to teach after-school activities.

### **Essential Duties**

- Provide pastoral care, safety, safeguarding and outstanding academic opportunities for Riverstone students.
- Ensure that children in your care feel happy, safe, and secure and support those children



who aren't.

- Provide excellent learning opportunities and robust responsive teaching which promotes progress.
- Plan and deliver teaching and learning activities in line with the school's pedagogy and philosophy to maximize student engagement and learning.
- Provide accurate and timely assessments of student achievement and maintain accurate and complete student records as required.
- Assign and grade class work, homework, and tests in a timely fashion. • With the guidance of the PYP Coordinator and Elementary School Director, continually evaluate, revise, and/or update curricula, course content and course materials. • Plan and supervise class projects, field trips, visits by speakers, and other experiential activities.
- Adhere to an open-door policy, meaning students come first.
- Attend weekly PYP meetings with the PYP Coordinator during prep times. • Follow the Proactive Communications with Families policy outlined in the Employee Handbook.
- Faculty are responsible for attending Parent/Faculty events as deemed necessary by the Elementary School Director.
- Participate in staff development activities and in-service as required or assigned.

### **Essential Physical Abilities**

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in person.
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work, prepare and review documents, organize documents and materials, and observe classroom or student activities.
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
- Personal mobility, flexibility, and balance with or without reasonable accommodation, which permits the employee to work in an office/classroom/school environment. • Lifting or moving objects that weigh up to 20 lbs.
- Job tasks require without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, or grasping.

**In addition to the responsibilities outlined above, all faculty are required to abide by the school's policies and procedures set forth in the Faculty Handbook.**

Nothing in this job description restricts management's right to assign or reassign duties to this job at any time.

Riverstone International School is an Equal Opportunity Employer.



Edited April 2023