

### **Lower School Teaching Position Grade 3**

**Job Title:** Lower School Teacher  
**Department:** Lower School  
**Reports to:** Mrs. Erin Harper, Head of Lower School  
**FLSA Status:** Exempt  
**PDS Status:** Faculty, 10-months, full-time, benefited

**Employment Opportunity:** Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,650 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of *The Charlotte Observer's* "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time teaching position beginning August, 2020.

**Responsibilities:** The Lower School teacher will be responsible for maintaining an engaging classroom environment, assessing and reporting the progress of all students, leading parent conferences, and managing parent communication regarding all aspects of the grade level school year. The teacher must also use a variety of teaching styles, problem based learning activities, and differentiation strategies within instruction so that each student can be successful. The teacher is expected to work collaboratively with other grade level team members and should know and support the Providence Day School mission statement. The teacher should

also demonstrate an integrated personal and professional commitment to cultural competence and a strong commitment to leading, learning, and teaching in a diverse community. This teacher should also initiate growth and change in his/her own intellectual and professional development, seeking out conferences, courses, and other opportunities to learn. In addition to the normal teaching responsibilities, his/her assistance may be required for outside of the classroom assignments.

**Qualifications:** B.A. or B.S. in Elementary Education, Early Childhood Education, and/or Gifted and Talented Instruction, and Special Education are preferred. A Master's Degree in Elementary Education and 3-5 years of teaching experience are strongly encouraged and preferred. Candidate must demonstrate cultural competency. Knowledge of culturally responsive approaches to education is strongly preferred.

**Salary and Benefits:** Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical/dental coverage.

**Application Process:** Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

[pds.thirdgradelead@providenceday.org](mailto:pds.thirdgradelead@providenceday.org)

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).

