



Monument Academy Elementary Teacher Job Description

Title	<i>Elementary School Teacher</i>	Date and Calendar Days:	<i>2025-2026/184 days</i>
Reports to:	<i>Elementary School Principal</i>	FLSA Classification:	<i>Monthly Exempt</i>
Department:	<i>Academics</i>	Pay Range:	<i>\$42,000-\$52,000</i>

Who We Are

Monument Academy is a free public charter school established in 1996 dedicated to providing a challenging and content rich education. The consistent philosophy that carries our students from preschool to high school graduation sets Monument Academy apart from other educational institutions. The **seven tenets** of success are the foundational pillars upon which our philosophy exists. We embrace a **traditional** approach to **classical education**. This is reflected in the fidelity we keep in grades pre-k through eight with the Core Knowledge scope and sequence that bridges seamlessly to our classical high school curriculum. Both fosters our commitment to being **caretakers of the language** through classical and informational literature. The unwavering commitment of our staff to model **exceptional character** lays the foundation for our young learners to grow into future leaders. Monument Academy is passionate about **teaching the arts** to develop well-rounded, engaged members of society. We are unapologetic about our **American patriotism**, and as part of our deep appreciation for our founding fathers' independent thinking, we believe in being **caretakers of the mind** by fostering Socratic dialogue and inquiry-based learning; these are the hallmarks of classical education. Monument Academy is committed to cultivating influential thinkers and lifelong learners that will ensure our students are ready for a bright future.

Job Summary:

The teacher is the facilitator of learning and responsible for the students during the entire school day. Teachers are held accountable for preparing engaging, inspiring lessons that support the Monument Academy curriculum, maintaining a positive classroom environment and ensuring student safety. Teachers are responsible for supporting student success through the monitoring of student progress, maintenance of accurate records, and the MTSS process. Teachers are responsible for facilitating a strong home/school connection through weekly newsletters, open communication with parents/guardians, and other activities which build rapport and trust between the parent and teacher.

Duties & Responsibilities:

- Plans and develops an engaging, age-appropriate course of study in the classroom, adhering to educational best practices and Monument Academy curriculum standards and guidelines.

- Designs and presents individual lesson plans in one or more academic subjects using a variety of teaching techniques that appeal to various learning styles and methods.
- Prepares materials for lessons, assignments, and tests; evaluates, corrects, and grades student performance.
- Creates a structured classroom environment, provides clear expectations, and establishes a conducive learning culture. Proactively monitors student engagement. Discusses academic difficulties or behavioral problems with students as they arise.
- Monitors students' progress throughout the year and evaluates preparedness for the next academic year.
- Communicates all progress and concerns with tact and professionalism to parents and, as appropriate, other faculty, staff, and/or principal.
- Builds and maintains positive relationships with parents.
- Enforces safety and security standards for students, staff, and visitors.
- Contributes to required documentation and data for individual student files, attendance and incident reports, and other necessary records.
- Monitors halls, recess, and lunchrooms with other faculty and staff.
- Participates in faculty meetings, educational conferences, in-service opportunities, workshops, and other training seminars.
- Maintains knowledge of research, developments, and best practices in elementary grade education.
- Performs related tasks such as sponsoring student activities or organizations.
- Performs other related duties as assigned. Duties are subject to change.

Required Skills & Abilities:

- Thorough understanding of pedagogy and the best practices of education.
- Desire to teach elementary school-aged children and ability to adapt to their developmental status.
- Ability to design lessons that teach curriculum in an engaging manner, applying various teaching methods such as lectures, discussions, demonstrations, and individual or collaborative projects and research.
- Strong supervisory and leadership skills to manage and control the classroom.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a proven ability to maintain professionalism and tact in high-stress situations.
- Excellent organizational skills and attention to detail.
- Creative analytical and problem-solving skills.
- Proficient with Google suite.

Education & Experience:

- Bachelor's degree in education or related subject required.
- State teaching license preferred; Highly Qualified applicants accepted
- Previous teaching experience with elementary-school aged children preferred.

Physical Requirements:

- Prolonged periods sitting at a desk, working on a computer, or standing to teach.
- Must be able to lift up to 15 pounds at times.
- Must be able to traverse the classroom and adjust one's tone and height, by bending or leaning, to teach each child.

An Equal Opportunity Employer

We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.