



John Milledge Academy  
197 Log Cabin Rd NE  
Milledgeville, GA 31061

**Job Title: Elementary School Faculty Member**

**Department: Elementary School Faculty, Music**

**Reports to: Head of School**

### **Description**

The primary purpose of an Elementary School faculty member is to teach and educate according to the academic needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School. Elementary School faculty members have the attributes of flexibility, humor, collaboration, creativity, and passion for engaging students through a variety of practices and technology. An Elementary School faculty who continuously develops the art of teaching is essential for student success.

### **Essential Duties and Responsibilities**

An Elementary School faculty member's most essential duties include, but are not limited to:

- Embracing the school mission statement and guiding principles for the advancement of John Milledge;
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Utilizing knowledge of a variety of effective instructional and management techniques;
- Monitoring and maintaining a positive classroom environment that supports student engagement, respect and cooperative learning opportunities;
- Ensuring student safety off and on campus, including hallways, restrooms, parking lots, and field trips;
- Creating lesson plans, aligned with JMA and national standards, which drives instruction through a variety of assessments and differentiation;
- Offering consistent, timely feedback to students and parents regarding content objectives and goals;
- Assessing, recording and reporting on the overall development, progress, achievement and behavior of students;
- Recording and monitoring attendance, in keeping with good record-keeping practices;
- Establishing and maintaining appropriate rapport with students and parents by communicating in a tactful, courteous, and confidential manner;
- Maintaining a professional appearance, and demonstrates behavior that is conscientious and responsible both in school, in the community at large, and on social media;
- Understanding students' expectations, attendance, and discipline in accordance with the Elementary School Parent/Student Handbook policies and procedures; and
- Understanding and complying with the JMA Faculty Handbook policies and procedures.

Other Elementary Music Director duties may include:

- Communicating, consulting and cooperating with other members of the school staff and community, including administration, instructional support, school counselor and parents/guardians to ensure the best interest of students;
- Contributing to the professional development of new teachers and student teachers according to arrangements agreed with the Head of School;
- Proctoring standardized testing according to guidelines;
- May be required to work outside normal working hours; and
- Such other duties as may be assigned from time to time, such as:
  - Creating, preparing, and directing school-wide music programs,
  - Assisting with the drama programs,
  - Working with community outreach,
  - and developing students with a love for Fine Arts.

### **Qualification Requirements**

- Bachelor's degree or Master's degree in early childhood education, music education or related field from a four-year accredited college or university required and/or appropriate schooling for the position held. Additional requirements as applicable under SAIS/SACS and NAIS;
- Valid, current Georgia teaching certificate or working towards the attainment of such;
- Skills in operating and utilizing a variety of programs (RenWeb, Google Suite, Renaissance Learning, Turnitin.com, Microsoft Office Suite, etc.) and technology;
- Must be able to pass an initial fingerprint and background clearance check and maintain a valid background clearance check at all times when in the school; and
- Strong interpersonal skills with exceptional oral and written communication skills.