

**Lee-Scott Academy**  
**Lower School Teacher**  
**Job Description**

The classroom teacher reports to the Lower School Principal.

Responsibilities include but are not limited to the following:

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
- Use teaching and text materials prescribed by the LSA and supplemented by materials approved by Administration
- Maintain required student attendance records, grades and reports
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Communicate necessary information regularly to students, colleagues and parents regarding student progress
- Use relevant technology to support instruction
- Prepare students for appropriate standardized tests
- Encourage and monitor the progress of individual students
- Identify and select different instructional resources and instructional strategies to meet students' varying needs
- Faithfully and diligently perform all assignments and duties prescribed by the Principal and Head of School
- Abide by the requirements and regulations designated in the Teacher Handbook and the Student Handbook
- Support the school's total programs
- Collaborate with colleagues to effectively support all programs and practices
- Support the Mission of Lee-Scott Academy
- Other duties as assigned by the Lower School Principal

***Send a completed application packet including an application, official transcripts, references, and a current resume to:***

Dr. Mary Anna Martin-Smith Lower School Principal  
Lee-Scott Academy

1601 Academy Drive  
Auburn, AL 36830  
[masmith@lee-scott.org](mailto:masmith@lee-scott.org)