ELEMENTARY TEACHER (MATERNITY LEAVE)

Deer Lake School is an independent K-12 Seventh-day Adventist Christian school located in Burnaby, BC. Presently, school enrolment is 295 students with 39 full-time or part-time staff.

The vision of Deer Lake School is to be a holistic learning environment where individuals grow to thief fullest potential as children of God.

Reporting to the principal, teachers are responsible for providing classroom instruction. This individual will help elementary students thrive by providing an effective learning program and a safe, inclusive, and caring environment. Teachers also provide high-quality supervision of students throughout the day and support the development of the whole student through involvement in extracurricular activities, staff meetings, and other school community events. All Deer Lake School teachers are expected to maintain relevant certifications and engage in professional development opportunities.

QUALIFICATIONS:

REQUIRED

- Bachelor of Education
- British Columbia Teaching Certificate

PREFERRED

- North American Division of Seventh-day Adventists Teaching Certification
- Encounter Bible Training
- First Aid Certification
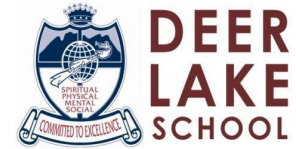- 7 Habits of Highly Effective People Training

DUTIES & RESPONSIBILITIES:

PROFESSIONAL EXPECTATIONS

- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students and parents
- Have a plan for professional growth and attend Pro-D conferences and workshops
- Maintain professional certifications
- Attend meetings as requested
- May assist in and perform other duties assigned by the school principal

CLASSROOM ADMINISTRATIVE TASKS, ASSESSMENT & PLANNING

- Prepare yearly, unit, and daily plans
- Prepare the classroom before the school year begins
- Complete exit reports and clean up at the end of the year
- Keep accurate records for assessment and reporting
- Maintain portfolios for parent communication and assessment

- Order textbooks and resources
- Communicate with parents and admin regularly
- Work with students to create self-evaluation forms and reports
- Complete Communication of Student Learning reports
- Fill out incident and accident reports when applicable

EDUCATIONAL SUPPORT

- Apply best practices for the preparation and delivery of lessons
- Prepare students for student-led conferences
- Work with students who need extra help
- Flag students for potential special learning needs
- Work with Special Ed. co-ordinator to develop IEPs
- Oversee IEP program implementation with EAs
- Explore and implement classroom management skills and strategies
- Utilize differentiated instructional methods
- Manage and provide conflict resolution
- Create a safe environment for student learning and growing
- Develop classroom routines and procedures with student input
- Integration of subject areas (cross-curricular) when and where possible
- Encourage cross-grade interaction (eg. buddy classes)
- Encourage and guide independent research and projects
- Plan field trips tied to the curriculum

SCHOOL COMMUNITY ENGAGEMENT

- Lead staff worship twice a year (or more)
- Provide supervision of students (before school, recess, lunch, after school)
- Volunteer in co-curricular activities (eg. Coach, Yearbook, SA, PBS, Lighthouse etc.)
- Create connections with students in and out of the classroom (intramural, clubs, extracurricular activities)
- Work with administration in creating or developing new ideas or plans
- Create professional relationships with parents
- Collaborate with other teaching staff
- Serve as a spiritual mentor
- Model and implement the 7 Habits/Leader In Me curriculum
- Create leadership opportunities for students

Job Type:	Contract – Salary
Start Date:	August 2024
Salary:	Determined by Certification Level
Applicants:	Send cover letter, resume, and copies of any certifications to Cathy Domke, BC Conference Education Superintendant cdomke@bcadventist.ca
Posting Closing Date:	when filled