



Adda Clevenger School

Adda Clevenger School
180 Fair Oaks Street, San Francisco
Postal Address: PO Box 460129, San Francisco, CA 94146-0129
Telephone: (415) 824-2240

www.addaclevenger.org
info@addaclevenger.org

Lead Teacher – Lower Elementary Generalist (Grades 1-3)
Full-Time

Adda Clevenger School is an independent TK-8 school offering an accelerated academic curriculum plus a fully integrated performing arts program for San Francisco Bay Area school children. Our educational program is inspired by the child-centric experientialist philosophy of John Dewey. Our school day consists of a dual curriculum of arts and academics, and students from as early as TK move through subject matter with different teachers on a period rotation throughout the day.

Lower Elementary Generalist Essential Duties and Responsibilities:

- Teach core subjects: Math, ELA, Social Studies, Science, Civility
- Develop and maintain respective grade curriculum for Math, Language Arts, Social Studies, Science and Civility, and other subject matter as needed.
- Plan and prepare a program of study to include course materials such as syllabi, homework assignments and handouts, employing a variety of instructional techniques and instructional media that meets the individual needs, interests, and abilities of the students.
- Collaborate with other teachers to address special needs of individual students; actively enlist the support of colleagues to provide additional perspective on challenges facing individual students.
- Provide substitute support for other teachers as requested.
- Assume responsibility for specified duties which include lunch and playground duty and dismissal and arrival duties.
- Attend various school functions throughout the year including performing arts programs, field trips, parent-teacher nights, and evening events.
- Teach classes on campus as well as remotely, if required.

Teaching at Adda Clevenger:

Students have scheduled classes daily from 8am to 5pm, during which time teachers are expected to be on campus and available to teach, substitute, prepare lessons, attend meetings and provide emergency student support if required. Lead teachers regularly teach 4-6 45 minute instructional periods per day, rounded out by lunch/recess supervision, advisory duties, substitute coverage, special projects and prep periods. There are 180 instructional days, with several 1-to-3 week breaks throughout the year.

All teachers participate in school life in a variety of ways. For example, some teachers support student productions and performances as stage managers, others take the lead in organizing Spirit Day activities or moderating a student club.

Adda Clevenger teachers enjoy considerable autonomy in their classrooms and are responsible for developing and maintaining their own subject matter curricula. We believe that the teacher and the students are the two critical elements of an effective classroom and the curriculum must derive from and be continually and creatively adapted to their changing needs and environment.

Qualifications:

Personal qualifications

- Strong instructional skills and classroom management
- Excellent communication skills
- Highly organized
- Holds self to a high standard of professionalism in conversations with students and fellow staff, appearance and overall demeanor

Professional qualifications

- Bachelor's degree from a competitive college or university
- Demonstrated knowledge of subject areas to be taught
- 2+ years' head teaching experience in one or more of the primary grades
- Valid California teaching credential or equivalent from out of state or international