Cornelia Connelly Center
Elementary Lead Teacher

About Cornelia Connelly Center

Cornelia Connelly Center (CCC) champions under-resourced girls, empowering them to realize their full potential from middle school through college and beyond. CCC offers a thirteen-year program, partnering with each girl and her family from 4th grade to college graduation. Through Connelly Middle School of the Holy Child (CMS), students in grades 4 through 8 receive a joyful, holistic education. Our Graduate Support Program (GSP) serves CMS alumnae, persistently committed to their high school success and college completion. With Cornelia Connelly Center, a young woman learns to shine – transforming her life and our world.

Professional Responsibilities

Leader of Content and Pedagogy

- Serves as a Lower School homeroom teacher
- Develops homeroom curriculum around their grade’s pillar and CCC’s Character program
- Responsible for most instruction: Reading, Writing, & Social Studies, and Math instruction,
- Teaches with an AmeriCorps Resident Teaching Fellow.
  - Mentors the Resident Teaching Fellow to help ensure that an effective co-teacher dynamic is established in the classroom
- Uses research-based instructional methods and effective pedagogical techniques for students living in urban poverty
- Keeps all students engaged and on task at all times
- Prepares students academically and emotionally for standardized testing: Measures of Academic Progress (NWEA MAP) and STAR.
  - Serves as a facilitator for school-wide test prep initiatives
- Designs and implements assessments that measure student progress and learning
  - Uses data to refine curriculum and inform instructional practices
  - Develops action plans for students who are struggling/failing
  - Consults with the Learning Specialists to accommodate the wide variety of learning levels present in classroom through differentiated instruction
- Organizes field trip opportunities to enrich units of study
- Meets with the Dean of Curriculum & Instruction to plan units and give and receive feedback
- Participates in annual staff orientation and professional development days
- Communicates with families regularly to ensure the success of each student
Leader of School Culture

- Demonstrates consistent belief in and alignment with CCC educational philosophy
- Maintains the CCC instructional and culture norms, procedures, and routines
- Consistently enforces routines effectively for arrival/dismissal, snack/lunch, hallways and bathrooms
- Updates classroom and hallway bulletin boards monthly
- Serves as a student advisor
- Attends and participates in all-school events outside of normal school hours (e.g., Back to School Night, Potluck Dinner, school performances, parent-teacher conferences, staff retreats)
- Participates in school-wide faith-based activities
- Leads morning assembly and all-school prayer on a rotating basis
- Participates actively in school initiatives, team meetings, and staff meetings, and serves on school-wide committees as directed by the Head of School
- Typical work day is from 7:45am -4:00.
- Takes students on fieldtrips, including overnight fieldtrips when needed
- Understands that participation in some events that are on the weekend and during after school hours help to CCC achieve its mission

Qualifications

- High expectations – believes deeply that all students can learn and succeed
- Team player – communicates openly and honestly with CCC staff members
- Optimistic attitude – demonstrates the resiliency needed to excel
- Reflective, proactive and dedicated to personal growth – strives to be the change they wish to see in the world
- Open to receiving feedback and implementing change
- Bachelor’s degree with two or more years teaching experience, master’s degree preferred
- Experience teaching in an urban environment preferred
- Bilingual (Spanish) is very appreciated

How to Apply:
Please submit the following documents to: Ms. Shalonda Neeley Gutierrez, Head of School: sneeley@connellycenter.org
- Cover letter
- Resume
- List of 3 possible professional references