



Lower School Teacher (Grades K-5)

Position Summary: The Lower School Teacher will prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Classification: Full-time, Exempt

Supervised by: Lower School Principal

Salary Range: See Faculty Pay Scale below

Required Professional Qualities

It is expected that the Lower School Teacher will...

- Hold a bachelor's degree from an accredited postsecondary institution in elementary education or a closely related field of study.
- Have significant knowledge and understanding of subjects being taught.
- Have excellent organizational and time management skills.
- Have the ability to meaningfully communicate with students, parents, and administrators verbally and electronically.
- Have the ability to manage the classroom environment with patience and consistency.
- Have confidence using technology to enhance the learning experience/goals.

Essential Job Functions—Accountabilities

It is expected that the Lower School Teacher will ...

Spiritual Leadership

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation needs of the students.

- Carry out Christ-centered mentoring with students and staff.

Academic Leadership

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Biblical worldview.
- Have knowledge of the school's curriculum, standards, and mission.
- Integrate Biblical principles throughout the curriculum and activities to help cultivate a Biblical worldview.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- Ensure that his or her school classroom reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- Plan broadly through the use of yearly/semester and quarterly plans and objectives, and more currently through the use of weekly/daily lesson plans recorded electronically in the school's LMS.
- Plan a program of study that as much as possible meets the individual needs, interests, and abilities of the students, challenging them to do their best work.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, mental, physical, social, and emotional.
- Plan through approved channels the use of field studies, guest speakers, and other media for a balanced classroom.
- Use homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely manner to parent concerns and to parent requests for help or information.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Provide a good learning environment by keeping proper discipline in the classroom, the gym, and other places on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Provide input as needed for the school master calendar.
- Maintain a physical presence with the students by attending mandatory and voluntary events such as school chapels, assemblies, athletics events, and other presentations.
- Provide advance notice of time off in order to help with adequate substitute procurement. Provide accurate, meaningful, and timely lesson plans in order for substitute teachers to successfully carry out their responsibilities.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.

- Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.

Additional Duties or Responsibilities

It is expected that the Lower School Teacher will ...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Participate in the school's development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Support the broader program of the school by attending extracurricular activities when possible.
- Involve parents in prayer and volunteerism as appropriate.
- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-year school closing process, such as the inventorying of textbooks, furniture, and equipment.
- Perform any other necessary duties that may be assigned by the administration.

Quantification of Primary Duties

Duty	% Of Time Spent On Duty	Frequency of Duty			Is Duty an Essential Function?
		Regularly	Periodically	Rarely	
Teaching	70	●	■	■	Yes ■ No
Planning	20	●	■	■	Yes ■ No
Administrative	10	●	■	■	Yes ■ No

2026-27
StoneBridge School
Teacher Pay Scale

Years of Teaching Experience (as of May 2026)	Annual Base Salary
1	\$40,566.27
2	\$41,439.68
3	\$42,313.09
4	\$43,186.50
5	\$44,059.91
6	\$44,933.32
7	\$45,806.73
8	\$46,680.14
9	\$47,553.55
10	\$48,426.96
11	\$49,300.37
12	\$50,173.78
13	\$51,047.19
14	\$51,920.60
15	\$52,794.01
16	\$53,667.42
17	\$54,540.83
18	\$55,414.24
19	\$56,287.65
20	\$57,161.06
21	\$58,034.47
22	\$58,907.88
23	\$59,781.29
24	\$60,654.70
+25	\$61,528.11

Additional Compensatory Information

Master's Degree

*In the subject taught or teaching field

- \$1,000.00 added to annual base salary

Professional Development

*The program must be completed within 5 years of the start of SBS employment, or the annual base salary will be frozen until completion.

- Completion of Phase One- \$1,000.00 one-time bonus
- Completion of Phase Two- \$1,500.00 one-time bonus

Tuition Discount

*Applied to SBS tuition for children of employees

- 40% tuition reduction (1st student)
- Multi-Child Discount (applied for 3rd + students)