

### **Lower School Teacher - 4th Grade**

*Long-term substitute - starting in January 2027*

Boca Prep International School is seeking a 4th-grade teacher to join our team for a long-term substitute position. The ideal candidate should be someone with a passion for elementary education, while promoting the development of young people to contribute proactively to the ongoing work towards a better world.

Founded in 1997, [Boca Prep](#) has been providing a student-centered, college-preparatory, International Baccalaureate (IB) education for students in preschool through 12th grade as an independent school. The school was IB authorized in 2009 and became an IB World School in 2016, offering all three programs of the International Baccalaureate, as well as extracurricular activities, community service, performance programs, and the performing arts, all emphasized alongside the highest expectations for academic engagement and attainment. With over 50 countries represented in our student body, Boca Prep has developed its own community with an international perspective. With small class sizes and an experienced and caring faculty, we help develop students to become lifelong learners and global citizens.

Boca Prep is an [International Education Systems](#) (IES) school. Students and faculty from IES schools are members of a worldwide network of international schools that collaborate, share expertise, and facilitate cultural and linguistic exchanges. IES schools focus on the individual student through small classes, mentoring, and a personalized learning system. IES schools stress internationalism, whether through IB programmes or national programmes that include an emphasis on internationalism; privilege language learning as a key skill in a globalized world, promote academic rigor, stress the development of character, self-discipline, and learning how to learn, and are flexible about the distinctive needs of the different societies and communities that they serve.

#### **Key Responsibilities:**

- Uphold and model the school's core values and community expectations.
- Teach engaging and developmentally appropriate lessons in all core academic subject areas, ensuring that taught content and skills align with the expectations of a rich, college prep curriculum and the expectations of the IB primary years programme.
- Establish and maintain student behavior standards needed to achieve a positive classroom environment; demonstrate strong classroom management skills to maintain a respectful learning environment that ensures high levels of learning for all students.
- Assess and document each student's performance/progress both formally and informally to meet the School's standards.
- Provide consistent and regular feedback to students and their parents through the school's LMS, report cards, and anecdotal comments.
- Be an active member of the Boca Prep school community.

- Use a variety of instructional strategies to meet the needs of diverse learners.
- Integrate technology and experiential learning into daily instruction.
- Foster a safe, respectful, and nurturing classroom environment.
- Communicate regularly with parents and guardians about student development and learning.
- Model and foster non-discriminatory practices and a global mindset.
- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, assemblies, field trips, and other duties and routines regularly part of a PK-12 independent school environment.
- Maintain regular, punctual attendance, including school meetings, professional days, graduation, and other required events.
- Adhere to School policies as described in the Employee Handbook and other materials.

**Qualifications:**

- Bachelor's degree in Elementary Education or a related field
- Strong classroom management and communication skills.
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school.
- Ability, willingness, and judgment to interact and communicate effectively and positively with all constituents in a school environment.
- Comfortable with ambiguity and change inherent in a school environment; willingness to adapt and pivot as needed.
- Proficiency in the Google Suite (Docs, Sheets, Drive, etc.) is required.
- Excellent verbal, written, and presentation communication skills.
- Preferred: Demonstrated expertise and a minimum of three years of classroom teaching.
- Preferred: Prior experience teaching in an independent or private school setting.
- Preferred: Prior experience in an International Baccalaureate school.

Compensation includes a comprehensive employee benefits package; Boca Prep offers a competitive salary commensurate with background and experience.

Qualified candidates should send a resume/CV, a statement of interest, and salary expectations to Chuck Maddox, Head of School: [chuck.maddox@iesmail.com](mailto:chuck.maddox@iesmail.com)