

Grammar Teacher Job Description



About The Oaks Academy

The Oaks Academy, a classical and distinctly Christ-centered school opening its doors in August 2025, seeks full-time grammar teachers for the 2025-2026 academic year. The Oaks Academy will be located in the greater-Carthage, Illinois area.

Who We Are Seeking

Qualified candidates will have a bachelor's degree, preferably in education. The ideal candidate should be a mature Christian committed to lifelong learning and professional development, possess an understanding of or the willingness to learn classical pedagogy, eager to nurture and inspire students, and desire to work with a dedicated staff of teachers. Candidates should be willing to pursue certification with the Association of Classical Christian Schools.

Grammar Teacher Job Description

The role of a teacher at The Oaks Academy is to instruct, advise, train, and coach children with an attitude of compassion, devotion, joy, and keen interest. Caring and outstanding teaching faculty will define the character of The Oaks Academy and, therefore, are essential to the school's mission to "transform generations through Christ-centered, classical education, cultivating wisdom and virtue, and yielding lives marked by the display of God's splendor."

Under the direction of the Board of Directors, the Grammar Teacher will guide students in cultivating intellectual and personal habits, inspiring them toward wisdom and godliness. He/she accomplishes this through the creation of lesson plans, inspiration, positive feedback, and constructive criticism with the goal of promoting intellectual curiosity and Christian formation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Classroom Instruction and Management

- Provide teaching instruction in elementary grade subjects utilizing classical pedagogy, including chanting, singing, drilling, and memorization
- Maintain up-to-date lesson plans
- Maintain a clean and orderly classroom at all times

- Grade and return all student work within one week of its original submission
- Provide understandable standards for expected student behavior and provide loving correction when needed
- Participate in non-academic duties as assigned (e.g., morning drop-off, afternoon pick-up, lunch monitoring, recess monitoring)
- Participate in regular (monthly, unless otherwise specified) teacher-curriculum meetings
- Provide grade-specific feedback to TOA administration

Partnership with Parents

- Participate in parent-related special events throughout the year (e.g., Christmas Program, etc.)
- Maintain regular communication with parents through weekly updates, progress reports, parent-teacher conferences, and informal interactions
- Respond to parent communications in a timely manner
- Resolve parental concerns
- Learn parent names and greet parents personally as opportunity presents

Support TOA Mission, Culture and Teaching Efforts

- Model school values and culture
- Lead by example - Demonstrate Christ-like behavior with joyful wonder resulting in students who can emulate their teacher's behaviors, attitudes, and work ethic.
- Cultivate a solutions-oriented outlook, a mentality of proactive action rather than reaction, a balance of excellence and grace, and a demeanor that glorifies God
- Cultivate camaraderie and team-building with fellow employees
- Receive an annual evaluation by the administration. A new teacher will also have a 60-day evaluation during the first semester of her/his employment.

ESSENTIAL SKILLS AND EXPERIENCE

- Bachelor's degree (minimum); Relevant graduate-level work preferred
- Ability to commit to TOA mission, statement of faith, and employee standards of conduct
- Classroom teaching experience (one year minimum)
- Familiarity with Classical Christian education (preferred) and/or willingness to be trained in classical Christian educational model
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Ability to work well with children, staff, and parents

WORK YEAR

- This position is a full-time position that works 9 months a year, with no fewer than 176 days.