



Lower School Writing Specialist

Position Overview:

- Reports to: LS Principal/English Dept. Chair
- Employment Type: Full Time

Responsibilities:

- Plan, develop, and implement a comprehensive writing curriculum for grades 1-4 aligned with grade-level standards, developmental writing stages, and the mission of Cornerstone Christian Academy.
- Design engaging, research-based lessons that cultivate strong foundational writing skills, including grammar, composition, organization, voice, and the writing process.
- Foster a classroom culture that motivates students and inspires a lifelong love of writing, creativity, and self-expression.
- Observe and evaluate student writing performance to identify strengths, areas for growth, and instructional needs.
- Confer individually with students to provide meaningful, constructive feedback and personalized opportunities for improvement.
- Differentiate instruction to support diverse learners, including students who require intervention.
- Collaborate closely with classroom teachers and grade-level teams to support writing instruction across content areas and ensure consistency in expectations and language.
- Provide resources, strategies, and guidance to teachers to strengthen writing instruction within their classrooms.
- Document and communicate student writing progress for grades 2–4 using developmental writing stages for report cards and parent communication.
- Maintain accurate records of student performance and growth data.
- Prepare students for a successful transition to middle school writing by strengthening independence, organization, analytical thinking, and revision skills.
- Participate in faculty meetings, professional development, and ongoing professional growth opportunities to remain current in best practices in literacy instruction.
- Uphold and model the Christian mission and values of Cornerstone Christian Academy in all instructional and professional interactions.

Professional Qualifications:

- A personal commitment to the Christian faith and alignment with the school's Evangelical mission and values.
- Knowledge of writing principles, methods, and techniques pertinent to teaching and instruction of elementary students.
- Bachelor's degree in Elementary Education, English, Literacy, or a related field.
- Valid teaching certification in Elementary Education or related areas.
- Expertise in structured literacy and research-based writing instruction, including grammar, composition, and the writing process.
- Strong collaboration skills
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Affable, winsome and flexible disposition
- A heart for mentoring students, fostering confidence in young writers, and cultivating a love of language.

Candidates: Please apply [online](#)

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