



JOB DESCRIPTION

Title: **Teacher**
FLSA Status: **Exempt**
Reports to: **Instructional Leader**

POSITION SUMMARY:

Under general direction, the Teacher provides a learning environment that guides and encourages students to develop intellectually and socially to fulfill their academic potential. Develops, plans, implements, assesses, and delivers lessons; evaluates student's progress; maintains proper classroom control and learning environment; assists in curriculum development; supports and supervises co-curricular activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

- Teaches with patience and creativity while using methods that motivate students.
- Develops and presents lessons that demonstrate planning and preparation and are consistent with the school course study.
- Develops and presents lessons whose performance objectives are understood by the students and are supportive of school goals and objectives.
- Evaluates student progress based on primary achievement of performance objectives.
- Uses a variety of instructional techniques and materials which are appropriate to the course/class and to the students.
- Maintains proper control and preserves a suitable learning environment.
- Demonstrates and promotes punctuality.
- Maintains current records of student's attendance and progress that can be easily understood and readily interpreted by others.
- Participates with fellow staff members in the development and implementation of curriculum and instruction and other appropriate departmental activities.
- Keeps up to date in the subject area and continually works towards improvement of instructional techniques.
- Makes periodic evaluation of the subject(s) taught.
- Adheres to the school course of study, policies, and procedures.
- Attends and participates in departmental school meetings.
- Supervises the proper use of equipment and facilities by students with the students' safety in mind.
- Enters daily attendance in a timely manner in PowerSchool ensuring that all current and new students are accounted for.



- Inputs data into PowerTeacher Pro Gradebook/Google Classroom Gradebook in a timely manner, including final grades.
- Treats all students with respect.
- Demonstrates awareness of students' social, psychological, emotional, and academic needs.
- Acknowledges professional responsibility to support and supervise co-curricular activities.
- Shares ideas, techniques, and materials as appropriate with other staff members.
- Cooperates in the use and care of all equipment and materials.
- Demonstrates an awareness of the total school's educational programs.
- Attends conferences and professional development.
- Keeps informed of social, political, and economic developments in the school.
- Actively participates in school/community-related organizations and events.
- Helps to inform the community of the services and educational opportunities available through the school.
- Recognizes his/her functions as being in loco parentis and acts in accordance with state law and school regulations.
- Communicates and confers with parents about students' progress.
- Identifies and understands the learning needs of special education students.
- Evaluates the effectiveness of instruction.
- Implements behavior management systems/strategies.
- Creates a positive and caring learning environment.
- Keeps education specialists informed as to the performance of students with disabilities in your class on a regular basis (consultation time with paraprofessionals).
- Utilizes differentiated instruction to support all learning styles and abilities (professional development for the understanding of concepts).
- Monitors student progress on IEP goals.
- Plans lessons with standards-based IEP goals in mind for special education students.
- Provides data utilizing student work samples and records to update progress reports and goals.
- Relays content in diverse ways (visually, verbally, written, hands-on, interactive).
- Works in collaboration with the main office to contact students/parents regarding absences.
- Responds to academic and behavioral inquiries regarding students from staff, students, and parents to provide information and/or refer to the appropriate parties.

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings.

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's Degree in Liberal Studies, Teaching or a related field. (Required)



- Valid Teaching credential or in the process of receiving one from CTC in the preferred subject area. (Required)
- One year of classroom setting teaching students preferably in an urban environment. (High Preferred)
- Bilingual in English and Spanish. (Required if applicable due to course area)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Publisher, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research methods.
- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.
- Current knowledge of available instructional materials.
- Instructional methods appropriate for the students at the respective grade level.
- Standard office equipment
- School attendance policies, procedures, and regulations.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.
- Exercise independent judgment in correcting data errors or omissions.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.



- Maintain detailed and accurate records.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, model school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.
- Demonstrate a willingness to offer and receive suggestions.
- Demonstrate an awareness of the social-economic and ethnic makeup of the community.
- Promote community responsibility among students.
- Manage small and large groups of students in a classroom environment.
- Communicate effectively with students, parents, school administrators, and other staff, including the ability to discuss topics that may be sensitive.
- Communicate well with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified
- Use diplomacy with students, parents, staff, and the public
- Teach non-English speakers to understand, read, write, and speak English.
- Research, compile and verify a variety of student's information.
- Report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Meet professional teacher education requirements of school and state.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.



WORK ENVIRONMENT

Employees work indoors in a classroom environment, in direct contact with other school personnel, students, parents, and the public as a member of a team or alone while working.

Right to Revise:

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.