

Job Description ~ Teacher

The Teacher is responsible for facilitating the academic, behavior and personal growth of students in their classrooms and within the school. The Teacher will provide a well-rounded, student centered educational program that meets the student's needs and builds on areas of difficulty. Teachers will also contribute to school duty and other school programs as required by school policy and/or contractual obligations.

ESSENTIAL FUNCTIONS

1. Provide educational, behavioral and social development of students.
2. Provide support for individual students inside and outside the classroom to enable them to fully participate in and benefit from activities.
3. Deliver directions, explanations and instructional content in a manner appropriate for each student and in accordance with school policies.
4. Maintain control of the classroom.
5. Maintain a positive instructional environment (i.e. positive interactions with students, good rapport with classroom teachers and other staff).
6. Maintain student records: academic, behavioral and attendance.
7. Undertake professional duties that may be reasonably assigned by the School Coordinator and /or Principal.
8. Plan appropriate learning experiences for individual students, groups and whole class instruction.
9. Develops annual IEPs based on student needs (for teacher's teaching in BIS old program).
10. Monitors student progress and evaluates the student's achievement in relation to learning objectives/IEP goals.
11. Serves as a substitute when coverage is needed.
12. Establishes and maintains acceptable standards of student behavior; follows school behavior protocol when dealing with inappropriate behavior.
13. Reports individual student's progress to parents and school personnel through the preparation of reports and/or of conferences.
14. Communicates openly and frequently with parents.
15. Creates a functional, safe, attractive and physically comfortable environment to the extent possible.
16. Attends Child Study, staff, department and other applicable meetings as needed or requested.
17. Maintains professional competence through participation in in-service/professional development activities provided by the school and/or self-elected professional growth activities.
18. Performs attendance, record keeping and clerical services as assigned.
19. Assists in the selection and requisitioning of books, instructional aids and supplies to the extent possible.
20. Actively participates on assigned committees as required by the School Coordinator.
21. Shares in the sponsorship of student activities.
22. Plans and coordinates the work of Educational Assistants where appropriate.
23. Develops an annual Professional Learning Plan for self with support from the School Coordinator and approval from the Principal.
24. Perform other related duties consistent within the scope and intent of this position with strict confidentiality.

MINIMUM QUALIFICATIONS

1. College Degree. Endorsed certificates must be applicable to the teaching assignment.
2. Teacher credential or certificate.
3. One or more years of demonstrated successful teaching experience working in schools. Preferred applicants will have a range of experience in elementary, middle and high school and demonstrated knowledge of effective practices used to reach the needs of all students, with particular expertise in strategies to eliminate educational learning gaps.
4. Demonstrated ability to work successfully with age appropriate students, staff, and parents in a multicultural community.
5. Demonstrated ability to work cooperatively, effectively, and flexibly with adult learners.
6. Demonstrated clarity in written and oral communication.
7. Demonstrated interest in and evidence of continued personal and professional growth.
8. Demonstrated evidence of planning, organizational skills and ability to perform multiple tasks.
9. Ability to structure time and manage multiple priorities independently.
10. Cultural Competency; ability to effectively work with diverse populations.

RELATIONSHIPS

The Teacher will be closely monitored, evaluated and supervised by the School Coordinator; however, formal evaluations will be approved by the School Coordinator or Principal. The Teacher meets and communicates regularly with the Educational Assistants, School Coordinator, Principal and other staff members in order to assist them in meeting school goals and objectives.

SALARY

Salary is determined by placement on the school salary schedule, plus benefits.

Please note that responsibilities may change as needed to best support programming. All changes will be discussed with the Teacher before implementation or exclusion. The position will be reviewed every three years.