



JOB DESCRIPTION 2023

Job Title/Department	<i>Teacher</i>
Employee Classification	<i>Exempt, Full-Time</i>
Employee Reports To	<i>School Director</i>

Job Purpose

Teachers are committed to the ongoing academic development and well-being and safety of the students and the overall success of the school. The teachers enjoy ongoing, job- embedded staff professional development to ensure development of their personal and professional growth, as well as the success of every student.

Duties and Responsibilities

Primary job duties and responsibilities:

- Prepares instructional lesson plans aligned to applicable state standards.
- Implements the Instructional Framework with fidelity.
- Teaches all subjects following the school's course of study or as assigned.
- Responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- Creates and manages a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- Keeps accurate records on each student such as: grade books and report cards, lesson plans, attendance records, and behavior/discipline records.
- Utilizes data and assessment as a means to drive instruction.
- Maintains confidentiality concerning all student information and any professional matters.
- Works with staff to improve student learning and achievement.
- Uses advanced classroom management techniques.
- Collaborates with colleagues demonstrating a model of connected educators and develops positive working relationships with students, parents, and school staff.
- Uses computers and other technology provided by the company to assist and support students in their learning.
- Adapts and enriches the curriculum using multiple strategies and online tools in imaginative and enriching ways to actively engage students in their learning.
- Develops classroom experiences that teach students not only facts but how to apply what they learn to solve real world problems.
- Provides ample opportunities to all students to develop in activities outside the classroom such as student organizations, physical activities, and service learning.
- Ensures high standards of achievement for all students.
- Ensures an orderly, motivational, and aspirational culture and a strong school community where teaching, learning and healthy relationships can thrive.
- Identifies clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- Maintains good order and discipline among the pupils, safeguarding their health and safety.



- Organizes and manages groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- Ensures effective use of support staff within the classroom, including parent helpers.
- Participates in all meetings as required.
- Is a part of a whole school team, actively involved in decision-making on the preparation and development of policies and programs of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- Performs all other job duties as assigned.

Qualifications, Education and Experience

Necessary and desirable qualifications include, but are not limited to, the following:

- Must have a passion for improving educational opportunities for urban students and for building a strong, mission-driven organization.
- Willingness to go above and beyond to support students in achieving academic goals.
- Commitment to continued personal and professional growth, and a commitment to the company's mission, vision, and growth.
- Exceptional interpersonal, communication and presentation skills
- Effective organizational skills with the ability to perform multiple tasks.
- Has demonstrated ability to work effectively with all stakeholders.
- Passion for working with, and teaching, youth of various social, educational, and economic backgrounds and levels.
- Proficiency in the use of technology.
- Education Preferred:
 - Bachelor's degree in Education
 - Certification/licensure in appropriate teaching area
 - Highly Qualified Teacher (HQT) status in teaching assignment
- Experience Preferred:
 - Experience with personalized student advising and motivation skills.
 - Proven effective classroom instructional and management skills.

Working Conditions

This job is performed in a generally clean and healthy environment. The employee may be required to deal with students with behavioral risks.

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.

Reasonable accommodations can be made to employees with qualified disabilities who can perform the essential functions of the job, so long as there is no undue hardship created upon the organization or other employees within the organization.

Supervision Received

Occasional, minimal guidance, but follows established work methods.



Direct Reports

None.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job. However, this job description is not intended to be an exhaustive list of responsibilities, duties, qualifications, or physical demands associated with the position.

Approved by:	
Employee Signature:	
Date Approved:	