



Classroom Teacher

IMMEDIATE SUPERVISOR

Head of Teachers and Academic Development Director

WORK SCHEDULE

- **Monday-Thursday** - Must be on campus during regular school hours (9am-3:30pm); as scheduled on ACA block schedule
- **Friday** - Expectation is to attend scheduled staff meetings.

COMPENSATION

- Fee based rate (*Varies depending on instruction hours and experience*)

GENERAL DUTIES

To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential.

ESSENTIAL REQUIREMENTS

- Experience in educational environments; training in K-12 education preferred
- Hold an appropriate license from the Teacher Standards and Practices Commission
- Demonstrate command of the English language, both oral and written
- Demonstrate the ability to effectively work and communicate with students, parents, and school personnel
- Demonstrate proficiency in word processing, spreadsheets, and electronic research and communication
- Demonstrate proficiency in the organization and maintenance of educational records and associated paperwork
- Demonstrate effective time management, including the ability to meet deadlines when assigned
- Demonstrate ability to work collaboratively with others
- Maintain integrity of confidential information relating to students, staff, or district patrons



ESSENTIAL RESPONSIBILITIES

- Be prepared and present in the classroom prior to student arrival
- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning
- Develop course of study, lesson plans and assessments that are in accordance with established procedures and aligned with standards
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support and differentiate instruction
- Attend student intervention meetings and IEP meetings when necessary
- Establish and communicate clear objectives for all learning activities
- Provide a variety of learning materials and resources for use in educational activities taking into consideration different learning styles
- Provide appropriate and timely feedback on work
- Conduct yearly LPAR (Local Performance Assessment Requirement), if teaching a comprehensive core high school class in science, math, ELA and social science.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies
- Observe and evaluate student's academic progress
- Assign and grade class work, homework, and assessments
- Maintain accurate, timely and complete records of students' progress by updating grades in Synergy at least every two weeks
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Update all necessary records accurately and completely as required by laws, district policies and school regulations
- Communicate necessary information regularly to students, staff and families regarding student progress and student needs
- Maintain an emergency substitute folder with a lesson plan in case of an unexpected absence
- Enter and maintain accurate attendance at the beginning of every class
- In the case that the school is closed due to inclement weather, teachers will send their students a learning activity electronically
- Attends all staff and professional development meetings as scheduled by administration

Maintain An Ongoing Program Of Professional Growth And Development

- Develop and implement annually an approved plan for professional growth and development
- Complete the requirements for professional evaluation as outlined in the Staff Handbook
- Complete all annual safety trainings before meeting with students
- Participate in meetings as determined by the ED and ADD.



This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications, and job scope but should not limit the incumbent nor the organization to the work identified. We expect that every employee will offer their services wherever and whenever necessary to ensure the success of ACA's goals.

WORKPLACE EXPECTATIONS

- Work effectively with people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior and speech
- Dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all ACA policies, work procedures, and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to students, staff, or District patrons

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear, and is regularly required to use hands and fingers to type or dial. The employee is occasionally required to reach with hands and arms, climb or balance, and use stairways to climb to multiple floors within an office building.

The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate.

