



**Job Title:** Teacher

**Reports:** Director of Program Development

**Summary:** The job of the Teacher involves working closely with students to help them achieve educational skills that match their current grade level. The teacher will strive to increase the educational capabilities of students through a wide variety of resources and collaboration with parents and other teachers.

**Duties and Responsibilities:**

1. Demonstrates And Differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirement
2. Instructs students for the purpose of improving their success in academics through a defined course of study
3. Manages student behavior for the purpose of providing a safe and optimal learning environment
4. Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment

5. Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions
6. Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
7. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
8. Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution
9. Attending all staff meetings and recommended training programs and conferences
10. Maintaining confidentiality about children, their families, and other employees within/outside the school

**Skills:**

Must be able to work for and with a number of persons

Must be able to work under stressful conditions

Ability to apply sound and mature decisions

Consistent attendance is general qualification for this job

Good documentation skills

Excellent written and verbal communication skills, ability to establish rapport

**Education/Experience:**

Bachelor and/or Master Degree in Education

Computer Knowledgeable

Valid driver's license/Acceptable driving record

Current negative TB (Tuberculosis Test)

Previous experience working with children is a plus

Acceptable Criminal (state and county) histories

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.**

**I have read and understand this job description**

Name: \_\_\_\_\_ Date: \_\_\_\_\_