

# NEW SUMMIT CHARTER ACADEMY



**Job Title:** Elementary Teacher

**Reports to:** Principal

**Salaried or Hourly:** Salary

**FSLA Status:** Exempt

**Annual Days:** 189

**Salary Range:** \$35,652.00 – \$50,710.00

**SUMMARY:** Creating a flexible middle school age program based on subject matter of endorsement area and a class environment favorable to learning and personal growth; establishing effective rapport with students; motivating students to develop skills, attitudes and knowledge needed to provide a good foundation for preparation for college, vocational school or acquiring employment, in accordance with each student's ability; and establishing good relationships with parents and with other staff members.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Teaches courses in area of certification to middle school students, using the school approved curriculum, the standards and benchmarks identified for each course, and other curriculum publications as guidelines in teaching individual course content.
- Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school.
- Develops lesson plans and appropriate instructional aides stressing discovery and laboratory learning as necessary depending on subject taught.
- Demonstrate subject matter concepts and examples using models, chalkboard, overhead projector, computers or any other standard or approved teacher-prepared instructional aids.
- Explains learning objectives and student expectations.
- Provides opportunities when needed for individualized and small-group instruction to adapt the curriculum to the needs of the students. Differentiates instruction and curriculum to meet individual student needs.
- Provides opportunities for student goal setting, reflection and self-assessment.
- Uses assessment to improve learning and instruction.
- Sets behavior expectations and consequences that are clear and consistently enforced.
- Participates in functional behavior assessments and in the development of intervention and support plans of individual students as necessary and required.
- Assumes responsibility for instruction, duties, supervision of students, and required meetings at designated times.
- Utilizes grading patterns that are fairly administered and based on identified criteria.
- Evaluates students' academic growth, keeps appropriate records, and prepares progress reports. Maintains and submits accurate and complete records as required.
- Selects and requisitions books, instructional aids, and instructional supplies; maintains required

inventory records.

- Communicates with parents through conferences and other means to discuss student's progress and interpret the school program. Interacts with students, staff and parents in a positive and professional manner.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Establish rapport with students and provides a pleasant, safe, and orderly climate conducive to learning.
- Actively participate in full implementation of the School Improvement Plan.
- Maintains professional competence through in-service education activities provided by the school and self-selected professional growth activities.
- Administers group-standardized tests in accordance with the school assessment program.
- Participates in curriculum development programs as required.
- Participates in faculty committees and the sponsorship of student activities.
- Enforces school board policies and regulations.
- Supervises students in out-of-classroom activities during the assigned working day.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND TRAINING:**

- Bachelor's degree plus additional coursework required for certification or licensure.
- Must meet CDE ESSA requirements for middle school subject area.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Colorado Department of Education Teacher License or Enrolled in an Alternative License Program preferred.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.