

# NEW SUMMIT CHARTER ACADEMY

<b>Job Title:</b>	<b>Teacher – Elementary (K-5)</b>
<b>Reports to:</b>	Principal
<b>Salaried or Hourly:</b>	Salary
<b>FSLA Status:</b>	Exempt
<b>Annual Days:</b>	184
<b>Salary Range:</b>	\$44,000.00 - \$55,000.00

## SUMMARY

Creating a flexible elementary grade program 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 reading, language arts, social studies, mathematics, science, and social-emotional learning to students in a classroom using approved curriculum and any other appropriate learning activities.
- Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials, and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student with the identified objectives.
- Translates lesson plans into learning experiences to best utilize the available time for instruction.
- Demonstrate subject matter concepts and examples using models, whiteboard, overhead projector, computers, smartboards, or any other standard or approved teacher-prepared instructional aides.
- 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.
- Coordinate lesson plans with other teachers to maximize possibilities for teaching similar topics in the same general time frame, thus reinforcing student knowledge on an interdisciplinary basis.
- Follows all Exceptional Student learning plans as required under IDEA, ECEA, and Section 504.



- 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 and social growth, keeps appropriate records, and prepares progress reports. Maintains and submits accurate and complete records as required.
- 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.
- Supervises students in out-of-classroom activities during the assigned working day.

## QUALIFICATIONS

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 Elementary Education endorsement.

### Certificates, Licenses, and Registrations

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

## OTHER WORK FACTORS

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.

*New Summit Charter Academy is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*

---

Employee Signature

Date

