

Job Description – Teacher Responsibilities – Grade 2

The primary responsibility of a teacher is to instruct students in all subject areas as outlined by the school's academic content standards. The teacher is accountable for students' academic performance in all content and assessments. In addition, the teacher has responsibilities to the school outside of the classroom. The teacher reports directly to, and is evaluated by, the Executive Director.

Duties include, but are not limited to, the following:

- Participate in school-wide and individual professional development.
- Make oneself available to parents by email, phone, or in person.
- Attend designated school functions outside of school hours.
- Attend and participate in all staff meetings.
- Perform some faculty duties such as AM recess, etc.
- Chaperone field trips.
- Communicate with all staff.
- Abide by all state and federal mandates in reporting sexual or physical abuse and neglect.
- Uphold the code of conduct and all school policies contained in all school documents including but not limited to parent handbook, HR manual, faculty handbook, and weekly circulars.

- Create and implement student intervention plans when necessary.

- Work with grade level to address and resolve student issues.

- Create engaging lesson plans that follow curriculum maps.
- Set clear short-term and long-term goals for student achievement.
- Infuse school values into daily lessons.
- Coordinate all instructional planning and activities with grade-level teachers, coaches, and push-in teachers
- Uphold all school policies within the classroom.
- Maintain a productive, safe, focused and disciplined learning environment.
- Provide necessary differentiation, accommodations and modifications for growth and success of all students.
- Effectively teach English (as a content area including grammar, literature, phonics, reading comprehension, spelling, and oral and written communication skills), mathematics, science, health, and social studies.
- Maintain rich classroom library.
- Go above and beyond to ensure all students are meeting appropriate standards.
- Keep parents well-informed of the students' progress.
- Maintain an open-door policy.

Evaluation

- Is subject to formal and informal evaluation by the Executive Director.
- Participate in specified number of peer evaluation procedures.
- Appropriately receive feedback from students and parents.
- Use evaluation as a tool to improve and grow in all teacher responsibilities.

5. Special Education Compliance

- Review and comply with the guidelines of I.E.P.
- Ensure that all children with disabilities who need special education and related services attending the school are identified, located, and evaluated.
- Work closely with the staff members so that the child, once referred, will be evaluated
- Ensure compliance with the IDEA reporting requirements, including providing information about students' performance, services received, and results.
- Maintain records and ensure their confidentiality

Qualities

- ✓ Relentless Achiever
- ✓ Creative
- ✓ Sense of Humor -- A Must!!
- ✓ Life Long Learner
- ✓ Strong Communication Skills
- ✓ Visionary
- ✓ Collaborative and Team-focused
- ✓ Possesses high expectations of children and adults
- ✓ Organized
- ✓ Flexible
- ✓ Respects Self and Others
- ✓ Inspires and Motivates
- ✓ Commitment to doing whatever it takes to achieve the mission of the school
- ✓ Possessing Passionate and Loving Attitude toward All Children

Qualifications

The following is required of all applicants:

A Bachelor's degree

Possess a CA Multiple Subject teaching credential OR can obtain proper permits

Pass criminal background check

Computer literate--has experience with education technology and can navigate common software products

The following experience will enhance your candidacy:

Leap Tall Buildings

Could win the Game Show, American Ninja Warrior

At least 2 years of full-time teaching experience

Ability to teach enrichment classes (e.g. music, dance, sports, art)

Multilingual

Salary: Depends Upon Experience

