



Position Description

Job Title: Teacher – Middle School Math

Reports To: Principal

Wage/Hour Status: Exempt

School Year: 2019-2020

The employees of Aspen Ridge Preparatory School are a team working together to fulfill the Aspen Ridge mission and vision.

Mission Statement:

We are travelers on the Aspen Ridge Trailways. It is our mission to think independently, participate in our integrated world, and achieve individual goals in order to gain knowledge and understanding. We will approach challenges with confidence and assist others in our community while learning and growing together on the trail of success.

Vision Statement:

The Founders of the Aspen Ridge Preparatory School envision a community of students, teachers, parents, and administrators collaborating to create a rigorous, content-rich learning environment that fosters a lifelong love of learning and gives students a solid base of knowledge to compete in a global society. Students will participate in successful, research-based curricula in the core content areas along with a focus on technology, international experience, natural environment, personal development, and enrichment programs. Students will be encouraged to think independently and question the world around them. Ongoing assessment of the students, both formally and informally, will take place regularly to ensure individual student goals are attained by adapting instruction appropriately.

Summary of Position - Teacher

To provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. To empower students to think independently, participate in our integrated world, and achieve individual goals in order to gain knowledge and understanding.

Responsibilities and Duties:

Instructional Strategies:

1. Develop and implement lesson plans that fulfill the requirements of Aspen Ridge's curriculum program and show evidence of preparation as required.
2. Present subject matter according to guidelines established by federal regulations, Colorado Department of Education, board policies, and administrative regulations.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of diverse needs of students assigned.



4. Work cooperatively with other teachers to modify curricula as needed for students with special needs (i.e. Special Education, 504, ELL).
5. Work with other members of staff to determine instructional goals, objectives, and methods according to school requirements.
6. Plan and supervise assignments of teacher assistant(s) and volunteer(s), and student teachers.
7. Use technology to strengthen the teaching/learning process.

Student Growth and Development:

1. Help students analyze and improve study methods and habits.
2. Conduct ongoing assessment of student achievement through formal and informal testing.
3. Assume responsibility for extracurricular activities as assigned and approved by the campus principal.
4. Be a positive role model for students and support mission, vision, and beliefs of Aspen Ridge.

Classroom Management and Organization:

1. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
2. Manage students' behavior in accordance with school policies and programs and student handbook.
3. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
4. Assist in the selection of books, equipment, and other instructional materials.

Communication:

1. Establish and maintain open communication with parents, students, administrators, teachers, and support staff.
2. Maintain a professional relationship with colleagues, students, parents, and community members.
3. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development:

1. Participate in staff development activities to improve job-related skills.

Other:

1. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.



2. Compile, maintain, and file reports, records, and other documents required.
3. Attend and participate in faculty meetings and serve on staff committees as required.
4. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise teacher assistant(s), volunteer(s), and student teacher(s) as assigned.

Equipment Used:

Computer, interactive white boards, document cameras, iPads, and software necessary for administrative and educational tasks.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Be able to meet mental demands of teaching assignment (i.e. maintain emotional control under stress). Be able to meet physical demands of teaching assignment (i.e. frequent standing, stooping, bending, pulling, and pushing). Be able to maintain an environment conducive to teaching and learning (i.e. moving media equipment, desks, and other classroom equipment).

Qualifications:

Education/Certification:

Bachelor's degree from an accredited university

Valid Colorado teaching license with required endorsements for subject and level assigned

Special Knowledge/Skills:

General knowledge of curriculum and instruction

Knowledge of subjects assigned

Ability to research and develop teaching units

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience:

Successful teaching experiences, successful student teaching experience or approved internship

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, policy and expectation documents, staff agreements, and evaluation rubric documents. Ability to speak effectively before groups of students, parents, staff, teachers and school administrators.



PHYSICAL DEMANDS

The physical demands described here 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.

WORK ENVIRONMENT

The work environment at Aspen Ridge Preparatory School described in this document is representative of the essential functions of this job. The hours of this position may be long when specific needs arise and some extended days and schedules will be necessary. Aspen Ridge Preparatory School is a dynamic environment with an ever-developing educational environment and growing culture. Adaptability to change is essential.