

Position: 3rd Grade Teacher

Employment Type: Professional/Exempt/At-Will
Employed By: Human Resource Experts 624, Inc.
Reports To: Elementary Assistant Principal
Length of Assignment: 10 months

Supervisory Responsibilities: Responsible for the Students, Volunteers, and Assigned Staff

Position Summary: To serve as a teacher for the Academy. To provide students with a first class learning experience that maximizes their intellectual, social, emotional, and physical development, including the development of their ability to apply their intellect to solving problems and contribute to their communities as enlightened and responsible citizens.

Primary Tasks:

- Share a commitment to the success of the mission, goals, and objectives of the Academy.
- Support and fully participate in an Academy culture that focuses on student and adult learning.
- Set high expectations and standards for the achievement of students and own personal performance.
- Offer content and instruction that ensures student achievement of Academy's academic standards.
- Support an Academy philosophy that values continuous learning for adults tied into student learning and other Academy goals.
- Use multiple sources of data collection to analyze barriers to student achievement and to access, identify, and apply to instructional improvement.
- Provide opportunities for the community to be involved in student and Academy success.

Essential Characteristic Duties and Performance Standards:

- Accept responsibility for the achievement of students.
- Guide the learning process toward achievement of curriculum goals and implementation of personal learning plans of students.
- Demonstrate effective planning and organization for instruction by: having lesson plans available at least one week in advance to assist in case of absence, taking attendance as required, tracking and submitting grades accurately and on time, and keeping classroom organized, neat, and attractive at all times.
- Motivate students to achieve at their highest level of ability and potential through classroom activities, assignments, relationships, participation and feedback, set high expectations, and demonstrate sensitivity to different learning styles.
- Use creative instructional methods and procedures and adapt effectively to unusual situations.

- Select appropriate materials for implementation of the Academy Curriculum and adapt materials and methods to learning styles and abilities of students.
- Use resources effectively to support learning activities in the classroom, the Academy, and the community.
- Demonstrate exceptional classroom techniques which include: the art of questioning, clarity of assignments, communication in large and small groups and with individual students, an atmosphere of mutual respect, independent thought and expression, and student and Teacher experiences.
- Work cooperatively with parents and generate parents' confidence in the Teacher.
- Demonstrate genuine concern for students in a climate characterized by high personal and student expectations.
- Promote good citizenship through actions as role model.
- Provide a classroom atmosphere based on the principles of firm, fair, and consistent practices, respect for individual children, and development of responsible citizenship.
- Participate in the development of policies and regulations that affect instruction and conditions for success.
- Use technology effectively for instruction, record keeping and other administrative tasks, and communications.
- Share responsibility for professional, cooperative staff relations and for out-of-class activities important to the operation of the Academy, serving when asked, as a Teacher mentor.
- Conduct one's self according to professional, ethical principles, continually striving to improve classroom methods, teaching techniques, interpersonal relationships, and adhering to all Academy policies for both students and personnel.
- Share responsibility for marketing the Academy in the community.
- Display personal qualities that reflect favorably upon the individual, the group, and the Academy.
- Display pride in being a Teacher and a member of the Academy team by displaying positive behavior and fully participating in the Academy culture, attending faculty meetings and participating on committees.
- Identify and participate in professional development opportunities.
- Conduct and document parent conferences.
- Be familiar with, and support Academy administration in the effective implementation of, the Academy's Emergency Response Plan.
- Adhere to all procedures and policies as outlined in the Employee Handbook, including the requirement to submit to a criminal records check.

Performance Standards: Perform various assigned responsibilities, as allowed by state and federal law, of other employees in their absence to the extent other responsibilities permit.

Required Education/Skills:

- Bachelor degree in education or related discipline (i.e., social science, humanities).

- Must have appropriate credentials as designated by the Michigan Department of Education.
- Must demonstrate competency in all areas of content responsibility and be computer literate.
- Demonstrate the ability to:
 - Communicate through superior written and oral communication skills.
 - Exhibit a high caliber of expertise in subject matter.
 - Work on multiple projects and respond to requests and deadlines in an accurate, timely manner.
 - Make sound decisions within the parameters of authority.
 - Be courteous, professional, and tactful at all times.
 - Maintain a positive working relationship with faculty, staff, Academy Board members, parents, students, Authorizer, and community.
 - Motivate and create a shared vision within the Academy community.
 - Be respected as an adult learner and as an individual.
 - Serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and the organizational purpose.

Required Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description 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.

Disclaimer: This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit, or in any way to modify, the right of any supervisor to assign, direct, or reassign duties and responsibilities to this job at any time. The use of a particular illustration shall not be used to exclude non-listed duties of similar kind or level of difficulty.