



**Job Title:** Full-time English Instructor

### **Position Overview**

**CECP is now taking applications for the 2018-19 school year.** The teacher is responsible for providing high-quality, effective instruction and expecting academic excellence toward mastery of course content and related skills. Teacher kindles curiosity and a sense of wonder, inspires lifelong learning, engages the intellect, and models character to students. Teacher maintains a positive, productive classroom environment and a culture of inquiry and learning.

**The selected candidate will have the credentials to teach both at the high school and college level.**

### **Major Duties and Responsibilities (Essential Functions)**

Demonstrates mastery of content area knowledge

- Demonstrates content area knowledge to teach the subject.
- Demonstrates relevant pedagogical knowledge to teach the subject.
- Conveys enthusiasm for and interest in content area to engage and inspire students for lifelong learning.

Plans and prepares lessons

- Creates instructional plans based on clear and measurable course, unit, and lesson objectives.
- Designs formal and informal assessments to accurately measure the established objectives.
- Designs learning to be cumulative.
- Develops course required materials, including syllabi, CECP web page, course resources, etc.

Delivers effective instruction

- Provides effective instruction to help students achieve mastery of course content and related skills.
- Communicates expectations clearly and provides regular and meaningful feedback to students and parents on academic progress.
- Engages students in higher-order thinking
- Monitors student achievement to ensure adequate progression towards course objectives and provides support as needed.
- Supports the interventions and accommodations that the Learning Specialist has developed for students.

Establishes classroom environment

- Creates a classroom culture of high academic expectations, diligence and mutual respect.
- Fairly enforces school discipline expectations for the purpose of student character growth.
- Strives to develop appropriate relationships with students.

Maintains high expectations

- Regularly communicates expectations of high standards to all students
- Goes above and beyond for the good of CECP, modeling this behavior to students

Meets professional expectations

- Committed to and guided by CECP's mission and guiding principles of College, Career, Curriculum, Character, and Community.

- Displays a high level of ethics and professionalism in working with students, staff members and parents and complies with school policies.
- Models character to students.
- Works collaboratively with other staff members and administration to improve student achievement
- Becomes adept at using Infinite Campus to consistently record grades and attendance.
- Continues to grow as an educator by attending professional development opportunities and mandatory meetings and reflecting on own instructional practice.
- Abides by CECP's instructional best practices expectations
- Prioritizes the safety and welfare of students while on campus.
- Communicates student achievement and academic progress to families on a regular basis.
- Actively develops a professional, positive, productive relationship with staff members.
- Completes other duties and responsibilities

### **Supervision Received**

A teacher's direct report is the Academic Dean. Additional supervision is provided by the Head of School. Teachers have the opportunity to work one-on-one with Instructional Coaches. Evaluations are completed at the end of each semester. Observations and walk-throughs occur frequently may be as often as once a week, including observations by a non-supervisory mentor teacher.

### **Supervision Exercised**

No direct reports. May monitor and coordinate the work of student aides.

### **Qualifications & Skills**

**Education:** Master's Degree in English or closely related field.

**Experience:** Experience working with youth; experience in education strongly preferred.

**Annual Salary Range:** Full time: \$38,000-\$43,000.

**Contract Days:** 190

### **Application Procedure**

Each teacher applicant is required to complete and submit all of the following documents and forms to be considered for employment:

- Letter of interest
- Resume
- Unofficial transcripts (official transcripts will eventually be requested before a hire is made)
- Education philosophy statement
- References: one supervisor within two years and two professional (peers or colleagues) within two years.

All materials submitted should be current and specifically address the qualifications for this position.

Submit all of the above to **Dr. Alex Tuel, Head of School at [alex.tuel@cecdc914.org](mailto:alex.tuel@cecdc914.org)**

## **Conditions of Employment**

- All offers of employment are conditional to a successful background and references check.
- Please be advised that the CECP may choose to contact work references other than those listed on your application.
- Work hours are 7:30-4:00 p.m.
- Position is exempt from overtime and may require work outside of normal office hours.
- Selected applicant is an employee at will.
- Selected applicant must comply with the Colorado State Board of Education's Drug-Free Workplace policy.
- As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

Colorado Early Colleges Parker is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions.