

# COAST CHARTER SCHOOL JOB DESCRIPTION

**TITLE:** Certified Classroom Teacher

**EMPLOYEE CATEGORY:** Instructional Personnel

**QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child developments and especially characteristics of children in the age group assigned. Knowledge of prescribed curriculum. Knowledge of national, state and school educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and staff development. Ability to assess levels of student achievement effectively, analyses test results, and prescribes actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators, and others.

**REPORTS TO:** Principal/Executive Director, or Designee

**JOB GOAL**

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with the school's philosophy, goals, and objectives. To aide and support the school in reaching its goals and endeavors.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**PLANNING / PREPARATIONS**

1. Create or select long range plans based on a review of school and state content standards student profiles instructional properties and appropriate lesson design questions.
2. Define learning goals with rubrics and objectives for unit in daily plans.
3. The teachers lesson and unit plans demonstrate knowledge of content, prerequisite

- relationships between important concepts, instructional strategies specific to the subject matter, and organizes strategies and activities in appropriate sequence.
4. Identify specific intended learning outcomes that are aligned with the school and state content-based standards so that students are prepared for high stakes testing period revised plans based on student needs.
  5. Plan and prepare a variety of learning activities considering individual students' culture, learning styles, special needs, and socioeconomic background.
  6. Develop or select instructional activities which foster active involvement of students in the learning process.
  7. Plan and prepare lessons and instructional strategies that require students to engage with rigorous and demanding content that aligns with school and state content standards.
  8. Select, develop, modify, and or adapt materials and resources especially technological resources, which support learning objectives and the varying needs of students

#### **CLASSROOM MANAGEMENT:**

1. Establish and maintain a positive, organized, and safe learning environment.
2. Provide a positive environment in which students are encouraged to be actively engaged in the learning process
3. Maintain a clean attractive learning environment.
4. Maintain academic focus by using a variety of motivational techniques.
5. Establish and use behavior management techniques which are appropriate and effective.
6. Established routines and procedures and work with students on consistently following them.
7. Create a learning climate that is challenging yet nonthreatening.
8. Maintain instructional momentum with smooth and efficient transitions from one activity to another period
9. Establishing maintain effective and efficient record keeping procedures.
10. Manage time effectively.
11. Develop routines and efficient techniques for minimizing time required for administrative and organizational events and activities.
12. Manage materials and equipment effectively.
13. Organize materials for efficient distribution and collection.

14. Instruct and supervise the work of volunteers and aids when assigned.
15. Assistant enforcement of school rules, administrative regulations, and school policy.

**ASSESSMENT / EVALUATION:**

1. Establish appropriate testing environment and administer standardized tests in accordance with directions provided to ensure test security.
2. Develop and use diagnostic assessments prior to instruction.
3. Use ongoing assessments to monitor learning and adjust instruction.
4. Routinely task students to take part in the progress of their learning goals.
5. Feedback to students provides recognition of their status and knowledge gain relative to learning goals with a focus on improving student performance.
6. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents, and professional colleagues who need access to the information.
7. Encourage goal setting by students and assist them in developing and then monitoring their plans for improving their academic performance.
8. Communicate, post, explained lesson expectations so students understand what is expected.
9. Evaluate the effectiveness of instructional units and teaching strategies.

**STUDENT INSTRUCTIONAL ENGAGEMENT:**

1. Demonstrate knowledge and understanding of curriculum content.
2. Communicate high expectations for learning for all students.
3. Teacher provides clearly stated learning goals accompanied by scales or rubrics that describe levels of performance relative to the learning goal.
4. Monitor learning activities, providing feedback and reinforcement to students.
5. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
6. Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
7. The teacher engages students in activities that help them link what they already know to new content about what is going to be addressed and facilitates these linkages.
8. Assist students in accessing, interpreting, and evaluating information from multiple sources.

9. Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English. Provide quality work for students which is focused on meaningful, relevant, and engaging learning experiences.
10. The teacher organizes the class in such a way as to facilitate students working on complex tasks that require them to generate and test hypothesis.
11. The teacher fosters student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.
12. Recognize overt indicators of student distress or abuse and take appropriate

**TECHNOLOGY:**

1. Use appropriate technology and instructional delivery.
2. Using technology to establish an atmosphere of active learning.
3. Provide students with opportunities to use technology to gather and share information with others.
4. Facilitate student access to the use of electronic resources.
5. Explore and evaluate new technologies and their educational impacts.
6. Use technology for administrative tasks.

**COLLABORATION:**

1. Communicate affectively, orally and in writing, with other professionals, students, parents, and community.
2. Collaborate with students, parents, school staff, and other appropriate persons to assist and meeting student needs.
3. Provide accurate and timely information to parents and students about academic and behavioral performance of students.
4. Work with other teachers in curriculum development special activities and sharing ideas and resources.
5. Establish and maintain a positive collaborative relationship with the student's families to increase student achievement.

**PROFESSIONAL LEARNING:**

1. Engaging continuing improvement of professional knowledge and skills.
2. Assist others and inquiring knowledge and understanding.
3. Keep abreast of development and instructional methodology comment learning

theory, curriculum trends, and content.

4. Conduct a personal assessment periodically to determine that professional development needs with reference to specific instructional assignment.
5. Participate in school data collection of teacher input on principles performance assessment program.

**PROFESSIONAL RESPONSIBILITIES:**

1. Act in a professional and ethical manner and always adhere to the code of ethics and the principles of professional conduct of the education profession in Florida.
2. Perform assigned duties including the accurate and timely filling of all reports.
3. Demonstrate attention to punctuality, attendance, records, and reports. Maintain confidentiality of student and other professional information.
4. Comply with policies, procedures, and programs.
5. Exercise appropriate professional judgment.
6. Support school improvement initiatives by active participation in school activities, services, and programs.
7. Perform other incidental tasks consistent with the goals and objectives of this position.
8. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and or student program classification.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:** 10 Month

Salary and benefits shall be paid based on experience, job performance, any salary negotiations, and school policy.

**EVALUATION:** Annually by the designated administrator

Performance of this job can be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*All Items are Basic Essential Performance Responsibilities