



Company: Providence Hall
Position: **Teacher**
Position Type: Exempt, Salary
Compensation Type: Wages paid over twelve months
Other Benefits or Compensation: As applicable to full-time employees
Department: Instruction

Primary Purpose

Teachers play an important role in helping students become motivated learners with the skills to succeed in life. Teachers manage all aspects of their respective classrooms. They care for physical facilities and student behavior, teach exciting and differentiated lessons that engage all students with the goal of the academic and social success of each student. They evaluate student performance and report regularly to parents and build their skills consistently to improve their performance and professionalism.

Through performing the Essential Job Functions, effective communication, reporting, procurement of needed supplies and materials, exceptional public relations skills and superior work-product, the Teacher contributes to a nurturing and engaging learning environment.

Qualifications

To perform this job successfully, an individual must be able to perform each Essential Job Function satisfactorily with or without reasonable accommodation. Requirements and Essential Job Functions are representative of minimum levels of knowledge, skill and/or abilities. An individual must successfully pass a criminal background check, including state, regional and/or federal fingerprint background checks and submit to drug testing as required periodically or randomly. For positions that include operating a motor vehicle, a valid Driver's License, acceptable Motor Vehicle Report (MVR) and successful completion of a State Division of Risk Management Defensive Driving course are required. First Aid and CPR certification is preferred for all positions and required for certain defined positions

Education Required

College degree
Valid Utah educator's license with appropriate position-specific education endorsement(s)

Experience Required

None required

Essential Job Functions—General



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- Requires the ability to handle multiple tasks.
 - Requires the ability at times to handle and maintain control in high-stress situations.
 - Requires the ability to maintain confidentiality in all aspects of the job. Ensure that student, staff and family privacy is maintained by withholding any and all personal information on any person(s) from unauthorized recipients.
 - Contribute to a positive work and school environment by maintaining a positive, pleasant demeanor in all situations.
 - Provide positive reinforcement to students, staff and visitors.
 - Requires excellent interpersonal skills to contribute positively to overall school morale.
 - Possess, employ and display excellent customer service skills.
 - Communicate effectively and politely with co-workers, students, volunteers, parents and visitors to the school and foster and maintain cooperative relationships.
 - Requires an attention to detail and excellent organizational skills.
 - Ensure school safety by assisting with fire drills and other drills.
 - Attend staff development activities and seminars to enrich job skills and abilities as assigned by administration.
 - Ensure attendance at required meetings and events, including meetings or events at irregular hours or on extended days, including meeting the reasonable expectations of school Administration.
 - Coordinate schedules and meetings. Attend meetings as appropriate or as assigned.
 - Assist with developing and ensuring the school's positive public image is maintained.
 - Adhere to school and administrative policies as instructed and/or outlined in school policy manuals, handbooks or other corporate materials.
 - Ensure that a requestor receives a timely and appropriate response and/or resolution. Ensure that immediate and effective communication is used to communicate to the requestor when circumstances necessitate a delay in response time.
 - Compile and prepare a variety of records, reports, memorandums, and other materials.
 - Organize and maintain files and records.
 - Ensure that a school historical file is maintained as it relates to the Specific functions and duties of this Job Description.
 - Identify and correct deficiencies within school procedures or systems relating to the Essential Job Functions and provide feedback to appropriate persons on other aspects of the school's operations.
 - Operate office machines.
 - Perform other duties which may develop or as requested by the Governing Board, Director or Principal and/or the Business Manager.

Essential Job Functions—Specific



Classroom Management

- Develop, in accordance with Charter guidelines and policy, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Share responsibility during the school day for the supervision of students in all areas of the school, including pick-up and drop-off, assemblies, field trips, and other responsibilities as assigned.
- Provide for the supervision of assigned students when circumstances require a brief absence from the assignment.

Classroom Instruction

- Plan and implements a program of instruction that adheres to Charter philosophy, goals and objectives as outlined in academic program and the Utah State Core.
- Make purposeful and appropriate lesson plans that provide for effective teaching strategies and that engage all students.
- Plan and implement a differentiated program of study designed to meet needs of each individual student.
- Create a classroom environment conducive to learning by employing a variety of appropriate teaching techniques and methods, including direct instruction, guided practice, cooperative learning, and hands-on activities.
- Use reflection, innovation, and creativity when designing instruction. Ensure that activities and instruction are tied to relevant and meaningful outcomes. Promote the ability of students to articulate what they are learning and why at any point in the learning process.
- Make use of all available resources, using the provided texts as only one among many sources.
- Prepare substitute folder containing appropriate information as required by the director.
- Plan and oversee purposeful assignments for aides and volunteers as needed.
- Accommodate students with IEPs as required.
- Recognize learning problems and make referrals as appropriate.
- Demonstrate a strong grasp of subject matter.

Evaluation and Reporting



- Evaluate accomplishments of students on a regular basis using multiple assessment methods such as teacher made tests, samples of students' work, criterion-referenced tests, norm-referenced tests, and other methods.
- Keep an accurate, up-to-date record of student performance and progress throughout the year.
- Meet with parents formally periodically during the year, and on an ongoing basis as needed, requested, or assigned.
- Provide progress and interim reports as required or as requested by parents or school administration.
- Use effective oral and written communication.
- Respect the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Professional Development

- Attend workshops, seminars, conferences, and/or advanced course work at institutions of higher learning as assigned.
- Attend and participate in all Charter professional development days and activities.
- Keep current in subject matter knowledge and learning theory and be willing to share this knowledge for continual improvement of the school's curriculum.
- Become acquainted with supplemental services beneficial to students as an extension of regular classroom activities.
- Cooperate with the administration in planning appropriate training.
- Keep educators' license and endorsements up-to-date and applicable to assignments.

Supervisory Responsibilities

- Oversee and assess instructors, aides, support personnel and other staff working under the direction of the teacher
- Provide feedback to the school director and special education director (or equivalent) for special education aides assigned to a teacher's classroom
- Evaluate the effectiveness of outside service providers providing services within a teacher's classroom

Evaluation and Reporting

- Keep an accurate, up-to-date record of student performance and progress throughout the year
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- Provide student performance data and measurements to the school director and other as needed
 - Meet with parents as requested to discuss needs and progress of students
 - Use effective oral and written communication with students, parents and staff
 - Respect the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws

Professionalism

- Uphold and enforce board policy, administrative procedures, and school rules and regulations, and be supportive of such in your communications with students, parents, and the public at large.
- Maintain appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Communicate the positive aspects of Charter to the public in word and deed.
- Work cooperatively with parents and teachers to strengthen the educational program for children.
- Establish and maintain cooperative relationships with other staff members.
- Assist with overall school operations as necessary or assigned by supervisor.
- Attend and participate in all Charter professional development days and activities.
- Perform other duties as requested by Administration or as needs dictate.

Physical Requirements

The Essential Job Functions present no physical risks or hazardous conditions outside of typical risks and conditions customary to a job of this type. The Essential Job Functions typically require the following:

- Carrying, lifting, pulling (10lbs.- 100lbs.+) 10%
- Walking/sitting/other 90%

Major equipment used to perform the Essential Job Functions:

- Personal Protective Equipment (PPE)
- Ladders, carts, dollies, hand-trucks, etc.
- Office, workroom and classroom equipment
- Specialized equipment for students with disabilities
- Cleaning equipment and supplies
- Personal computer, including Apple computers

Disclosures



All Essential Job Functions and other requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Non-exempt employees complete their work on-campus. No off campus work is authorized except by approval of the school board, director or business manager.

School policy requires the use of Personal Protective Equipment (PPE). It is expected that all employees working for the school will always take appropriate personal safety measures and precautions to minimize the risk of injury to self and others while performing Essential Job Functions or other duties as required. The school budget provides for such PPE. The school has procured safety materials and supplies for this purpose and stores them in the custodial and maintenance closets and/or storerooms for employee, student, volunteer or visitor use. Employees or others who do not use appropriate PPE put themselves and others at risk of injury or death and violates school policy. An employee's failure to use PPE may result in employee discipline or termination of employment.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by the Director/Principal, School Administration, Human Resource Department, Business Manager or Governing Board. All school handbooks, manuals, policies and procedures maintained by the school are not contractual in nature, and therefore may be waived, suspended, amended or abolished at the sole discretion of the school at any time.

This document does not create an employment contract, implied or otherwise or the expectation of continued employment. The school is and will maintain an "at-will" employment relationship with all employees. The employment relationship may be terminated at any time by either party for any reason, or for no reason, with or without cause and with or without notice. The school reserves the right to update, amend, change or abolish any or all provisions of this Job Description at any time.

Equal Employment Opportunity (EEO) Policy Statement

It is the policy of the school to promote equal employment opportunities through a positive continuing program. The school is an equal opportunity employer. The school will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, sex, religion, national origin, disability, veteran status, age marital status, or any other group protected by law.
