

6th, 7th 8th grade at MITCH Charter School

Teacher Job Description

An elementary school teacher at MITCH Charter School.

Qualifications:

- a. Bachelor's or Masters degree of related subject from accredited university
- b. Oregon teaching certificate. c. Experience is preferred but not necessary for hiring.

Reports To: Principal **Length of Assignment:** 10 months **Primary purpose:**

To teach the required curricula (Core Knowledge, Saxon Math, Riggs Language Arts, Excellence in Writing, Great Body Shoppe) in the elementary and middle school grades and create a class environment favorable to learning and personal growth; to establish effective professional rapport with students parents and colleges; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for their next school year; to challenge each student in accordance with each student's ability; to teach by using all modes of learning through auditory, hands-on, and visual methods; to constructively discipline when necessary; to follow the MITCH policy's created by the MITCH Charter School Board of Directors; to provide a clean, organized and safe learning environment where ever the children are; to communicate needs and issues that arise with the MITCH school director.

1) Responsibilities:

Duties of this job include, but are not limited to:

A. Teaches reading, language arts/writing/spelling, social studies/history, mathematics, science, and health/safety to students in their assigned classroom, utilizing curriculum written in the charter agreement with Tigard-Tualatin School District and adopted by the MITCH Charter School Board.

B. Instructs students in citizenship and basic subject matter.

C. Develops lesson plans and instructional materials for the full class and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.

D. Uses a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, projects, field trips, guest speakers, Core Knowledge Events etc.

E. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.

F. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.

G. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports when students are receiving a below C average. Maintains the web site Engrade reflecting earned grades and keeps it up to date for parents and administrator viewing.

H. Communicates with parents through emails, school website, weekly newsletters, face to face conferences, phone calls and other means to discuss students' progress, needs and interpret the school programs.

I. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.

J. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.

K. Maintains professional competence through in-service education activities provided by MITCH or other organizations approved by the Director. Participates in curriculum development programs or professional training as required.

L. Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with guidelines.

M. Selects and requisitions books and instructional aids; maintains required inventory records.

N. Supervises students in out-of-classroom activities during the school day. Manages student behavior in the classroom and administer discipline according to board policies, administrative regulations.

O. May help in administering group standardized tests in accordance with state testing program.

P. Attends and participates in faculty meetings and serves on staff committees as required.

Q. Demonstrates behavior that is professional, ethical, and responsible.

R. Plans and supervise purposeful assignments for teacher aide(s) and/or volunteer(s).

S. Uses technologies in the teaching/learning process when needed.

T. Assists students in analyzing and improving methods and habits of study.

U. Consistently assesses student achievement through formal and informal testing.

V. Assumes responsibility for extracurricular activities 8 field trips or guest speakers per year, and 2 Core Knowledge Events.

W. Presents a positive role model for students that supports the mission of the school.

X. Creates a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.

Y. Keeps record of spending the Your Faire Share parent account and does not over spend the approved budget.

Z. Keeps record of loaned out books and equipment for their students and parents. Returns all borrowed curriculum and equipment.