



Exhibit A
Job Description: K-5 Teacher

Reports to: Executive Director and Vice Principal

Job type: Full-Time

Job type: Full-Time, 1.0 FTE

Classification: Exempt

Work setting: In-person

Schedule: Mondays – Fridays during the school year

Time: 7:15 a.m. – 3:15 p.m., additional hours as needed

Summary:

Under the supervision of the Executive Director, this position works in collaboration with one to two other grade-level teachers to facilitate their grade-level curriculum. It is of utmost importance that this candidate be proactively communicative, collaborative, and team-oriented. Equally important is a coachable candidate: a self-starter, lifelong learner, and exposes themselves to increasingly equitable perspectives and practices. There are many opportunities for professional growth in this environment, in that it is flexible yet demanding. A candidate that works well with others, centers student experience, and thrives in a creative, resourceful "all hands on deck" environment will excel at MITCH.

Primary Instructional Duties:

- Whole-child education: Center and support students' social-emotional health, cultural identity, and academic success in the classroom.
- Serve students as required by their 504 and IEP plans.
- Utilize the curricula approved by MITCH Administration to develop and implement lesson plans and educational programs for students in various subjects, including literacy, history, math, science, and health.
- Create engaging learning through hands-on and project-based activities.
- Weekly and as-needed communication with families: partner to build strong rapport and supports for students.
- Implement equitable grading practices and complete report cards on a quarterly basis.
- Plan and present at least two (2) Core Knowledge Classroom Celebrations or Events per year, one after school hours and one during the school day.
- Arrange six (6) extra-curricular activities such as field trips, guest speakers, or service-learning opportunities. These may be planned in collaboration with Specialists.
- Participate in other duties as assigned.

Responsibilities (include, but are not limited to, the following duties):

- Work collaboratively with the instructional team to create a culturally responsive and academically rigorous learning environment appropriate to the developmental stages for elementary school students that differentiates, motivates, and challenges each student according to their abilities.
- Plan, develop, write, teach, and evaluate objective- and standard-based lesson plans with instructional materials and activities for each grade level utilizing a variety of instructional methodologies including but not limited to:



- Lectures
- Inquiry & discovery projects
- Group discussions & activities
- Digital technology
- Field trips
- Monitor student academic progress through:
 - Formative and summative assessments
 - Weekly maintenance and recording of graded assignments through Synergy
 - EBIS Meetings
 - Testing Data, i.e., DIBELS, SBAC, etc.
- Support student social-emotional progress through
 - EBIS Meetings
 - SEL Curriculum
 - Partnering with the school counselor
- Provide excellent classroom management by
 - Creating an equitable, structured, and responsive classroom environment.
 - Utilizing school-wide PBIS practices to enact specific, concrete, and actionable techniques to establish and maintain high classroom behavior expectations and standards.
 - Clear & professional communication with parents using:
 - Weekly communication with parents via newsletter, class web page, blog, or school social media platform (i.e., Class Dojo)
 - Email, phone calls, and face-to-face meetings as needed
- Professional Growth
 - Attend & participate in person for staff meetings and in-service professional development opportunities
 - Maintain full licensure with Oregon Teacher Standards and Practices Commission
- Additional Duties
 - Other duties may be assigned by the Executive Director or Vice Principal

Qualifications:

Requirements

- Bachelor's degree in Education or a related field from an accredited university
- Current teacher licensure with the Oregon State Teaching and Practices Commission, or facilitated via TSPC *before* the first day of employment.

Preferences

- Master's degree in Education or a related field from an accredited university
- Experience in teaching early childhood education
- Experience with Core Knowledge Curriculum
- Knowledge of restorative justice, culturally responsive practice, and trauma-informed care
- Familiarity with using performance-based assessment and equitable grading practices



- Knowledge of sustainable agriculture, equitable food systems, and natural sciences

Other requirements

- Must pass background checks before the first day of employment
- Must pass sexual conduct background check before the first day of employment

Work Conditions / Physical Requirements

Standing	40%
Sitting	40%
Bending/Lifting	20%

Compensation/Benefits:

In addition to the annual salary rate, MITCH offers a comprehensive benefits package including:

- Medical and Vision insurance
- Dental insurance
- FSA/HSA account options
- Financial support for position-specific professional development
- Paid holidays and school breaks
- flexible paid time off
- A pension plan through Oregon PERS (if eligible)
- An employee assistance program (EAP)
- Employee discount
- Educational perks

About MITCH:

MITCH CHARTER SCHOOL is in its 20th year of partnership with TTSD as a public charter school with an agricultural focus. We are a small school of about 250 students and a committed staff of 27. Our teachers come from diverse walks of life and educational experiences. Class sizes range from 15-25, and our teachers work closely in grade-level teams to develop dynamic educational experiences for students to engage in personal growth and critical thinking. The school hosts a vegetable and flower garden, a rain garden, and a 20x20ft. greenhouse. Partnerships with local agricultural cooperatives and service-based organizations create learning opportunities unique to MITCH.

EEO Statement:

MITCH Charter School is an Equal Opportunity/Affirmative Action Employer and E-Verify participant. All qualified applicants will receive consideration for employment without regard to race, color, creed, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.



Disclaimer:

This position description in no way states or implies that these are the only duties to be performed in this position. Employees are required to follow instructions and to perform other job-related duties at the Executive Director's request. The Board of Directors may modify this description at its discretion.

I have read this description and understand the requirements of the position.

Employee Signature

Date

Executive Director Signature

Date

Board Chair Signature

Date