

Class Teacher/Small Group Instructor Job Description Golden Eagle Charter School

Summary: Teach classes as assigned; responsible for planning, teaching, and facilitating standards-aligned activities and lessons, and maintaining records of educational progress. Further, it is their responsibility to communicate student progress with parents, students, and EFs. Instructors must work to meet the individual needs of the student in collaboration with other school personnel and to implement accommodations or specialized learning goals (IEP, 504, credit reclamation, etc.).

Salary: See salary scale.

Duties include but are not limited to the following:

- Teach classes as arranged ensuring:
 - Goals for lessons/units/projects are clear to students.
 - Growth in concepts and skills are goals for each class.
 - When applicable, modality of instruction is diverse and differentiated to meet the needs of all students.
 - Use of CA State Standards and GECS Learning Targets when planning instruction.
 - Appropriate assessment and use of assessment to guide instruction.
- Collaborate with other staff about schedules, students, behavior management, parental involvement, material ordering, etc. to implement a cohesive site program.
- Document learning plan information as arranged with Program Manager.
- Participate in ongoing setup, cleaning, reorganizing and maintenance of your classroom space.
- Ensure incidents are properly documented and reported to the Program Manager and/or School Director.
- Respond to student behavior in a sensitive manor and make sure procedures for student behavior are followed.
- Attend and participate in all required trainings, meetings and school functions.
- Additional duties as assigned.

Qualifications: Depending on the subject, must possess a current California Teaching Credential or experience teaching in subject.

Other

Demonstrate effective instruction in subject.

Demonstrate strong record keeping skills including using Excel/Google Sheets to sort data, make graphs etc.

Demonstrate knowledge of different modalities for teaching.

Demonstrate knowledge of California state academic standards.

Demonstrate knowledge of numerous curricular options in different grade levels.

Demonstrate use of multiple measures of assessment.

Highly motivated, self-starter, able to take direction with follow through.

Skilled at working with diverse groups of people.

KEY COMPETENCIES AND EXPECTATIONS:

- Uphold the school's vision.
- Understand and support homeschooling and personalized learning.
- Willing to work flexible hours.
- Attend and participate in all required trainings, meetings and school functions.
- Check e-mail and phone messages daily and respond in a timely manner.
- Ability to listen to a diverse group of stakeholders with an open mind.
- Communicate respectfully and work effectively with families and staff members.
- Be self-directed, organized and timely.
- Be flexible and adapt easily to change.
- Continually strive for excellence.
- Keep current with school policies and procedures.
- Maintain good computer skills.
- Possess a valid driver's license and reliable transportation.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and assigned tools.
- Seeing to read a variety of materials and view a computer monitor.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects; up to 40 pounds.