

Yupiit School District
Akiachak, Alaska

JOB TITLE:	7-12 English/Language Arts Teacher	Certified SALARY:
REPORTS TO:	Principal	HRS: Full Time
LOCATION:	Tuluksak School	No. DAYS: 188 days

JOB PURPOSE: To teach 7-12 English Language Arts courses

QUALIFICATIONS:

Must possess an appropriate Alaska Teaching License
Must meet federal highly qualified standards in English/Language Arts

Subsidized Furnished Housing Provided

Duties, Responsibilities and Accountabilities

1. Meets and instructs assigned classes in the location and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and instructional levels of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity, culture and interests of the students.
4. Prepares lesson plans on a weekly basis for classes assigned to include learning targets, activities and materials. .
5. Encourage students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and in harmony with Alaska standards, communicates objectives to students.
7. Employs a variety of appropriate and engaging instructional techniques and instructional media consistent with the needs and instructional levels of the individuals or student groups involved.
8. Employs strategies to meet the unique needs of ELL learners.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Will, within a “reasonable time frame” return corrected student assignments and tests to insure their utility as pertinent learning tools.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities

12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provision to maintain open communications with parents by providing appropriate student progress reports and reports cards, and by contacting parents in person or by phone when necessary.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s).
16. Strives to maintain and improve professional competence as articulated through Marzano's framework for effective instructional practices.
17. Attends staff meetings "open house" and (continued) parent conferences, staff committees as required.
18. Maintains a positive mental attitude as it relates to students, staff, administration and school board.
19. Works collaboratively with colleagues on school improvement plans and other school initiatives.

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations. Requires personal presence and appearance to appropriately act as a representative of the Superintendent and Board of Education. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict.
3. Requires ability to speak clearly and concisely both in oral and written communication.
4. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
5. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations and Alaska Teacher Code of Ethics.

Language Skills: Ability to read and interpret documents such as curricula guides and materials and testing protocols. Ability to write routine reports and correspondence. Ability to speak effectively before colleagues. Ability to speak Yupik beneficial.

Mathematical Skills: Ability to apply mathematical functions in routine classroom situations such as calculation of grades.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems in a professional manner.

Computer Skills and Abilities: Requires knowledge and ability to operate a variety of software on computers. Experience with Mac platform, Powerschool, and email systems beneficial.

Other Skills and Abilities: Ability to develop effective working relationships with Board of Education, superintendent, colleagues, students and community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work in a cross-cultural environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Should be able to lift 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is regularly required to sit and talk and hear. The employee is also required to stand; walk; operate a computer; and reach with hands and arms. This position requires typing on the computer. This position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. This position occasionally requires employee to work extended or irregular hours. Specific vision abilities required by this job include close vision and depth perception. Employee should hold current Alaska Driver's license or be willing to secure one and be able to drive.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

BP 4030: Nondiscrimination in Employment, All Personnel

Note: *title li of the Genetic Information Nondiscrimination Act (GINA) of 2008, which became effective November 21, 2009, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.*

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.