

TITLE: Secondary English Language Arts Instructor

REPORTS TO: Cripple Creek-Victor Secondary Principal

EXPERIENCE: Teaching background in a secondary school setting preferred; focus on grades 6-8 or 9-12

Basic Function/Scope:

Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Primary Duties and Responsibilities:

- 1) Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
- 2) Prepare lessons that reflect accommodation for individual student differences.
- 3) Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflects accommodation for individual needs of students assigned.
- 4) Work cooperatively with special education teachers to modify curricula as needed for special education students according to Individual Education Plans (IEP).
- 5) Use technologies in the teaching/learning process.
- 6) Consistently assess student achievement through formal and informal testing.
- 7) Present a positive role model for students that supports the mission of the school district.
- 8) Create a classroom environment conducive to learning.
- 9) Manage student behavior in the classroom and administer discipline according to board policies, regulations, and IEP.
- 10) Establish and maintain open lines of communication with students and their parents.
- 11) Maintain a professional relationship with all colleagues, students, parents, and community members.
- 12) Participate in the district staff development program.
- 13) Demonstrate behavior that is professional, ethical, and responsible.
- 14) Attend and participate in faculty meetings and serve on committees as required.
- 15) Any other assignment deemed appropriate by the building principal.
- 16) Participate in student success and MTSS meetings.

Knowledge, Ability, Skills

- Knowledge of best practices in ELA education
- Knowledge of Infinite Campus, MTSS process, progress monitoring and data analysis.
- Knowledge of child and adolescent social/emotional development.
- Willing be trained in Restorative Practices
- Awareness of or familiarity with Project Based Learning
- Knowledge of general organization and functions of a public school system.
- Ability to communicate effectively and resolve conflict with students, parents, and colleagues
- Good organization and communication skills.
- Ability to be flexible in order to meet the unique needs of the student

Qualifications

- Bachelor's degree from accredited university
- Valid Colorado teaching certificate (or ability to obtain one)
- Knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong communications, public relations, and interpersonal skills

Physical Demands

- Standing, walking, and ability to sit for extended periods of time
- Reaching, carrying, pushing, bending and handling items weighing up to 50 pounds
- Hearing and speaking to communicate with students, parents, community members other workers and supervisors

Other

- Be familiar with and have working knowledge of the student hand book and the policies and procedures of the district and school
- Salary and benefits to be established by the Board of Education
- Performance of this job will be evaluated in accordance with provisions of Board policies which apply to licensed, certified staff
- Accepts and implements instruction in a positive, cooperative manner
- Physical may be required
- Perform such other duties as may be assigned from time to time by the superintendent, building principal or their designee