Durham Public Schools Curriculum and Instruction
Job Description Teacher

JOB TITLE: **Freshman Seminar Teacher**

REPORTS TO: **Building Principal**

SALARY: **Based on State and Local Salary Schedules**

STATUS: **Permanent 10 months, Certified, Exempt**

SUMMARY: The Freshman Seminar teacher helps to prepare freshmen for success in high school, post-secondary education, careers, and life. Teacher assists students in focusing on learning more about themselves and their interests and aptitude, as well as learning study skills, life skills, college expectations, employability/professional skills, and career knowledge. The teacher will increase students' persistence and success in high school and college by providing them with the academic, personal, and life management tools needed to be successful scholars.

RESPONSIBILITY AND DUTIES:

- Plan, organizes, and presents instruction in an instructional environment to help students learn academic and life skills that will contribute to their educational and social development
- Implement high standards of a learning community in the classroom by maintaining high expectations for students, praising their hard work, and developing the academic, mental, and physical well-being of each student while guiding them with various life problems that they may encounter.
- Work with collaborative, interdisciplinary teams to motivate students with relevant exercises and activities to enhance freshman transition efforts
- Participates in MTSS and Counseling Department school-level meetings and updates the team on students' progress to problem-solve and maintain intervention effectiveness
- Work closely with EC Case Manager to create interventions for students with IEPs and 504bs
- Maintain a caseload of students assigned by MTSS Coordinator who meet established criteria for struggling freshmen
- Attend and contributes to DPS district wide MTSS meetings
- Help students develop critical thinking and problem-solving skills.
- Teach the importance of cooperation and collaboration.
- Organize learning teams to help students define roles, strengthen social ties, improve communication and collaborative skills, interact with people from different cultures and backgrounds, and develop leadership qualities.
- Communicate clearly with students in a variety of ways.
- Assist students in articulating thoughts and ideas clearly and effectively

- Establishes and maintains open lines of communication with students and their parents. (via email, Canvas, phone calls).
- Maintain accurate, complete, and correct records as required by law, corporation policy, and administrative regulations.
- Encourage an environment that is respectful, supportive, inclusive, and flexible.
- Improve communication and collaboration between the school and the home and community.
- Promote trust and understanding and build partnerships with the school community.
- Seek solutions to overcome any obstacles that would prevent family and community involvement.
- Select materials and develop lessons that counteract stereotypes and incorporate contributions.
- Recognize the influences on a student's development, personality, and performance.
- Engage students and ensure they meet the needs of their students through inclusion and other models of effective practice.
- Consider and incorporate different points of view.
- Utilizes a variety of instructional materials and available multi-media and computer technology to enhance learning.
- Ensure continuous communication with parents, both written and oral, to keep them informed of student(s) progress.
- Continually communicate with students on instructional expectations and keep them informed of their progress in meeting those expectations.
- Responsible for advocating and promoting academic success and equity for all students.
- Provide additional academic, social, and emotional support that will help freshmen succeed in their school's most rigorous courses.
- Build positive relationships with colleges and community partners and engages students in college experiences at all levels of high school.
- Uphold the Code of Ethics and Standards for the Professional Conduct
- Incorporate life skills which include leadership, ethics, accountability, adaptability, personal productivity, personal responsibility, people skills, self-direction, and social responsibility.
- Adapt resources to address the strengths and weaknesses of students.
- Use data for short- and long-range planning.
- Engage students in the learning process.
- Respond to cultural diversity and learning needs of students.
- Employ a wide range of techniques using information and communication technology and differentiated instruction.
- Know appropriate use of technology.
- Help students use technology to learn content, think critically, solve problems, discern reliability, use information, communicate, innovate, and collaborate.
- Understand that the work of the teacher results in acceptable, measurable progress for students.

- Collect and analyze students' performance data from content classes to help students achieve high levels of academic success.

ADDITIONAL DUTIES:

1. MTSS case manager for Freshman Students 1st and 2nd Semesters
2. Coverage for teachers during 2nd Period (when possible).
3. Participate in freshmen grade-level PLC Meetings
4. Participate in Freshman Seminar PLC Meetings for collaboration
5. Facilitate recovery online class for 10th, 11th, & 12th grade students who need additional electives. (a weekly assignment is provided to students online).
6. Facilitate instruction for 10th, 11th, and 12th graders who are on Academic Probation (in-class), (while still teaching Freshman Seminar)
7. Monitor Honor Psychology and other Ignite! students assigned to the classroom while taking class online. (While still teaching Freshman Seminar classes)
8. Schedule with NCCU College Liaison for freshman students to get NCCU ID, PE shirts, and tour to college classes.
9. Take freshman students to required meetings on campus based on information provided by NCCU college liaison
10. Administer and facilitate ACT, SAT, AND EOC testing given in the building.
11. Facilitate district BOY and EOY screener assessments, i.e., Reading Plus
12. Sponsor at least one club created during triple A.
13. Responsible for coordinating field trips for freshmen (i.e., College Tours, etc.)
14. Help supervise students' events afterschool (NCCU parade, required college tour for freshman students, etc.)
15. Participation in Summer Bridge for incoming freshmen.
16. Collaborate with content teachers to discover possible interventions to use
17. Track content teachers' assignments via their Canvas Courses and Syllabus
18. Support Social Studies, English, Science, & Math departments each semester (use of resources in the seminar lesson such as Reading Plus, Khan Academy, Everfi, Study Island, Kahoot, StudySync, and any new programs used by the district).
19. Support the school counselor with XELLO, CFNC, freshmen attending meetings scheduled (such as career conversations, job fair events, calculate grade point average, presentations on Tuesdays/Thursdays, etc.).
20. Attend all required training by the school or the DPS District.
21. Utilize current technology to interact and answer questions professionally and appropriately with staff members, administration, parents, the public and district staff in person, email, and via telephone.
22. Perform other duties and responsibilities as assigned by the principal.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

- **Must be a graduate from a 4-year accredited college or university**
- **Must have an active N.C. state issued teaching license**

- **Must be technological-savvy and familiar with education technology tools**
- **Must be proficient in Google Workspace (Google Docs, Google Slides)**
- **Must know how to use video conferencing tools (i.e., ZOOM, Google Meet)**

PREFERRED EXPERIENCE

- **Knowledge of the Early College Model and dual-enrollment process**
- **5+ years classroom teaching experience and experience working with high-school students**

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to constantly monitor the safety and well-being of students.
2. Ability to motivate students.
3. Ability to maintain a clean and orderly environment.
4. Ability to perform general clerical duties.
5. Ability to maintain order and discipline in a classroom.
6. Ability to operate common office machines.
7. Ability to maintain basic files and records.
8. Ability to understand and follow oral and written instructions.
9. Ability to establish and maintain effective working relationships.

PHYSICAL REQUIREMENTS:

Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to the amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work, lifting boxes up to 20 pounds.

DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills, and other requirements necessary of employees to perform in this position.

Rationale for Freshman Seminar

Freshman Seminar has played a major role in the lives of ECHS freshmen since the school's inception in 2004. Seminar courses provide a support system designed to address the unique needs of the 9th grade student. Our freshmen experience the personalization necessary for success in the transition from middle school to high school, as well as the transition to college. The problematic transition warrants freshman seminar classes, as high school freshmen often unsuccessfully struggle with social and academic pressures of adjusting to larger, unfamiliar environments. Freshman Seminar teachers instruct and promote 21st-century reading, writing, speaking, listening, organization, and collaboration skills, which will enable all students to be prepared for college.

Mission: To assist the incoming freshmen in making a smooth transition into high school and meet the rigorous high school and college standards

Vision: Creating a safe and welcoming environment where all 9th graders foster social and emotional skills that will increase community, academic engagement, and success

Freshman Seminar was created to:

1. increase student achievement with higher grade point averages
2. provide structure to freshmen as they adjust to their new surroundings
3. give students trusting adults at school who can advise them on academic challenges
4. decrease the number of students who fail high school or college courses in ninth grade
5. increase educational expectations for our students to ensure that all students reach their highest potential and are successful in their high school and college classes

Freshman Seminar Teacher Role and Responsibilities

- Provide a variety of classroom techniques and methods
- Promote high levels of achievement in relation to individual student abilities
- Employ teaching strategies congruent with planned student outcomes
- Select teaching strategies emphasizing student involvement
- Monitor student learning and pace instruction accordingly
- Provide instruction predicated on course goals and objectives
- Establish and communicate clear objectives for all learning activities
- Develop and maintain positive interpersonal relationships
- Model personal behaviors of honesty, fairness, courtesy, and consideration
- Maintain a cooperative relationship with administrators, staff, students, and parents
- Share appropriate information with parents and with other staff members

- Provide documentation of students' progress
- Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members
- Maintain appropriate records of student performance, progress, and development
- Build motivation and interest in learning
- Exhibit personal interest and encourage student interest in core class content
- Maintain an ongoing personal program of professional growth and development
- Cultivate and model a respectful working and learning environment
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Assist students, individually or in groups, with developing academic, college, and career goals and plans.

Course topics include, but are not limited to:

- Understanding the importance of a balanced lifestyle
- Realistic goal setting
- Career exploration
- The importance of relationship building – in school and in personal and professional lives
- College planning
- Study skills
- College-writing skills
- Note-taking skills
- Critical Thinking
- Problem Solving
- Life Skills
- Digital Citizenship
- Decision making
- Professionalism
- Entrepreneurship
- Debating/Argument Skills
- Attitudes and how they affect all aspects of life
- Time management
- Growth Mindset
- Character education
- Entrepreneurship
- Building research-based arguments
- Creating High Level Thinking Questions
- Self-awareness: passions, values, personality traits, strengths, skills
- Familiarization with the high school and college Codes of Conduct
- Rhetoric and Rhetorical Devices