

## **Job Title: Summer STAR Teacher**

**Job Summary:** To plan, organize, and implement an appropriate instructional summer program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the program coordinator and building assistant principal.

### **Essential functions of the job may include but are not limited to the following:**

- Prepare STAR-specific classroom for activities
- Plan, prepare, and deliver lessons that facilitate active learning in a summer-school environment
- Engage students with multiple reading-focused activities including small-group guided reading and vocabulary development
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support and differentiate instruction as appropriate
- Manage and maintain student behavior inside and outside the classroom by establishing and enforcing rules and procedures
- Update all necessary records accurately and completely as required by laws, district policies, and school regulations
- Prepare required reports on students and activities, including but not limited to, end-of-program continuous learning plans (CLPs)
- Communicate necessary information regularly to students, colleagues, and parents regarding students' needs and program events
- Observe and evaluate students' performance and development and provide appropriate feedback

### **Other functions of the job include but are not limited to the following:**

- Demonstrate skill in working with students from diverse cultural, economic, and ability backgrounds
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls, and answer emails
- Supervise students in outdoor class activities such as social skills and field trips
- Other duties as assigned

### **Knowledge, Skills and Abilities Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.A./B.S. degree in teaching from an accredited institution
- Minnesota State certification in an elementary-level field
- Highly prefer teaching experience with multilingual (EL) students
- Must have excellent interpersonal, communication and organizational skills
- Ability to positive work with and motivate children in a summer-school setting
- Ability to establish and maintain cooperative and effect working relationships with others
- Knowledge and implementation of relevant technology
- Meet professional teacher education requirements of school, district, and state

### **Physical Requirements:**

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds