

Home Access Center Teacher Job Description

Position: Home Access Center Teacher

Location: Craig Academy

Supervised: Approved by Principal through an application process.

Position Summary: The Home Access Center Teacher is responsible for delivering high-quality instruction to secondary-level learners in an evening classroom setting that creates an inclusive, flexible, and engaging learning environment. This role supports students who may be struggling behaviorally and academically; or are balancing education with work, family, or other responsibilities. The Teacher plans and implements lessons aligned with curriculum standards, assesses student progress, provides individualized support, and maintains accurate records. The ideal candidate demonstrates strong communication skills, superior classroom management, cultural sensitivity, and a commitment to helping diverse learners achieve their academic and career goals.

Key Responsibilities:

- Plan, prepare, and deliver instructional lessons that meet curriculum guidelines and the needs of a diverse student population.
- Create a positive and respectful classroom environment conducive to secondary learners.
- Assess student performance through assignments, quizzes, exams, and participation; provide timely and constructive feedback.
- Adapt teaching methods and materials to accommodate different learning styles and abilities.
- Maintain accurate attendance records, grade reports, and required documentation.
- Provide academic support, tutoring, and guidance to students as needed.
- Communicate regularly with students, staff, and administrators regarding academic progress and classroom needs.
- Participate in staff meetings, training sessions, and professional development activities.
- Enforce classroom policies and promote safe, respectful behavior.
- Support students in meeting academic goals, graduation requirements, or workforce readiness objectives.

Requirements:

- **Education and Experience**
 - ✓ Bachelor's Degree in Education or related field required.
 - ✓ Valid Teaching License (Secondary) or Teaching Certification.
 - ✓ Prior secondary teaching experience, preferably in evening or supplemental programs.
 - ✓ Experience working with diverse populations, including multilingual or nontraditional students, is highly valued.
- **Skills and Competencies**
 - ✓ Strong classroom management and organizational skills.
 - ✓ Excellent communication, interpersonal, and presentation abilities.
 - ✓ Ability to differentiate instruction and utilize various teaching strategies.
 - ✓ Proficiency with educational technology and digital learning tools.
 - ✓ Patience, empathy, and a student-centered approach to instruction.
- **Other Requirements**

- ✓ Availability to teach during nighttime/evening hours.
- ✓ Ability to pass background checks and meet institutional hiring requirements.
- ✓ Commitment to professional growth and maintaining up-to-date teaching practices.