

**Job Description**

Opening Date: April 20, 2020
Reports To: Campus Principal

Closing Date: May 30, 2020

Terms of Employment:

10 months per year; annual contract

Primary Purpose:

Education occurs when teachers and students combine their wills while engaged upon a particular subject. For this combination to be successful, the teacher must first develop an expertise in the given subjects so as to serve as an authority. While teachers are not responsible for the individual will of each student, each teacher is responsible for creating a program and an environment favorable to learning and personal growth; for encouraging students to develop the requisite skills, attitudes, and knowledge; for providing students with experiences which integrate the time-tested modes of learning; for establishing effective rapport with students and their parents. Teachers must be willing to commit to the school's mission, academic program, and student outcomes as outlined in the approved charter.

Minimum Qualifications:**Education/Certification:**

- Bachelor's Degree from an accredited four-year college or university
- Valid Florida Teacher certification or Florida Statement of Eligibility
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee paid by the employee

Special Knowledge/Skills:

- Demonstrates effective, written and oral communication skills; interpret policies, and procedures as needed per testing program(s).
- Demonstrates organizational skills which utilize problem-solving and adaptability for creating and maintaining a positive orderly, purposeful, learning/working environment for instructional purposes.
- Demonstrates ability to assess and modify an effective instructional program aligned to the Campus Improvement Plan, Comprehensive Needs Assessment, and Program Evaluation.

Experience:

- Minimum three (3) years' experience in the field of education preferred

Major Responsibilities and Duties:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Educating students

1. Cooperates in the development and implementation of the school program of instruction.
2. Plans and implements a program of study that, as much as possible, meets the individual needs, interests, and abilities of students and complies with FLDOE standards and San Jose goals and objectives.
3. Guides the learning process toward the achievement of curriculum goals. Establishes clear objectives for all lessons, assignments, units, and projects in harmony with curriculum goals and communicates the objectives to students.
4. Employs instructional methods and materials that are most appropriate for meeting stated objectives in student instruction.
5. Meets and instructs assigned classes in the locations and at the times designated.
6. Shows commitment to the school's mission, academic program, and student academic outcomes as outlined in the approved charter.

Managing student behavior

1. Establishes and maintains standards of appropriate student behavior and discipline to achieve a functional learning atmosphere in the classroom and assists in its maintenance campus wide.
2. Provides and maintains a safe and supervised environment in the classroom and on the school grounds.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.

Evaluating student progress

1. Evaluates the learning progress of students on a regular basis using appropriate assessments.
2. Prescribes effective learning programs and initiates referrals to appropriate personnel when concerns arise.
3. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
4. Administers group standardized tests in accordance with the school testing program.

Professional communications

1. Establishes and maintains open lines of communication with students and parents concerning students' academic, social, and behavioral progress.
2. Cooperates with professional staff and support personnel in assessing and helping students with health, attitude, learning, and behavioral problems.
3. Communicates and cooperates with other professional staff in academic and personal growth areas.
4. Attends and/or conducts staff meetings and participates on committees within area of responsibility.
5. Exhibits a positive attitude and is willing to be flexible and proactive in problem solving. Furthers the school's culture mission by maintaining positive attitude and relationships in all communications with students, parents, staff and the community.

Management

1. Selects and requests appropriate books and instructional materials and maintains required inventory records.
2. Provides directions and materials for substitute teachers. Plans for and supervises classroom aides, guests, and volunteers.
3. Prepares and maintains accurate and complete records and reports as required by law, state directives, school policy, and administrative regulations.
4. Shares the responsibility for the supervision and care of school inventory, proper and safe use of facilities, equipment, and supplies. Reports safety hazards promptly.

Upholds professional standards of conduct

1. Maintain personal conduct both on and off campus that reflects positively on San Jose.
2. Articulates and facilitates the implementation of the mission and values of San Jose.
3. Safeguards confidentiality of privileged information.
4. Maintains professional relationships and works cooperatively with employees, the community, and other professionals.
5. Maintains professional competence through individual and staff training, in-service educational activities, and self-selected professional growth activities.
6. Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.
7. Conforms to San Jose policies including attendance, absences, and evaluations.
8. Attendance must be adequate to acceptably perform listed job functions.

Qualities of an effective Classroom Teacher

- Demonstrated expertise in subject matter (especially for subject specialists).
- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making, and problem-solving skills.
- Personal skills with diverse populations in-person and on the telephone.
- Knowledge of computer systems, financial procedures, and legal requirements.
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others.
- Knowledge of school policies on immunization, medication, first aid, emergencies and child abuse/neglect.
- Knowledge of all laws, regulations, and guidelines affecting teachers and students.
- Knowledge of effective classroom management techniques.
- Ability to maintain positive relationships with students, parents, community members, and staff.

Other duties as assigned**Supervisory Responsibilities:**

- None

EQUIPMENT USED:

- Office equipment – personal computer, printer, calculator, multi-line telephone

WORKING CONDITIONS:

Mental Demands

- Maintain emotional control under stress
- Work with frequent interruptions
- Work with frequent deadlines

Physical Demands

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, distinguishing colors
- Frequent: Lifting, moderate, 15-44 pounds; carrying, moderate, 15-44 pounds

San Jose Schools believes that our staff will represent our core values of high expectations, growth mindset, commitment to team, trust, joy, and sustainability. We search for established educators who embody them.

- High Expectations: staff demonstrate a commitment to working with our San Jose Schools students
- Growth Mindset: we believe that every member at San Jose Schools can learn more, become smarter, or be more effective if they work hard and persevere. Staff have the desire and humility to receive and implement feedback to improve their practice.
- Commitment to Team: we are in this work together. Staff believe that greater success comes from working together as a team. For our students to reach their potential, our team must take great care of our students and each other.

Compensation

Our compensation is very competitive and is commensurate with experience

- Competitive salary commensurate with qualifications and experience
- Health care
- 401(K) retirement plan
- Tuition Assistance
- Professional Development Program

Certification Note:

If you have questions about Florida certification, please visit www.fldoe.org/edcert. Please list details about where you are in the certification process on your application so we can process your application accurately. If you hold a statement of eligibility or an out-of-state certificate, please list that information on your application.

San Jose Schools is committed to a policy of equal treatment for all individuals applying for employment at our schools. San Jose Schools does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation or national or ethnic origin or any other basis prohibited by law.