



Elementary / Junior High Teacher K-8

- **Position Type:**
Elementary School /Junior high Teacher
- **Location:**
ARCHES Academy
- **Date Available:**
07/12/2021
- **Closing Date:**
When filled.
- **Salary Classification: Competitive pay based on education and experience**

Elementary / Junior High Classroom Teacher K-8

Position Purpose

Under the general supervision of the Principal, the teacher will teach assigned subject(s) to all enrolled students (all grade levels) unless instructed otherwise.

The teacher will facilitate student success and growth through implementing district approved curriculum. The teacher will be familiar and follow ARCHES Academy's mission and model and be willing to implement it as instructed.

The teacher will document student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment. The teacher will provide feedback to students, parents and administration regarding student progress, expectations, goals, etc.

Essential Functions

- o Develops and administers school elementary and Junior High curriculum consistent with school district goals and objectives.
- o Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- o Develops lesson plans and instructional materials and translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- o Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
- o Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- o Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- o Encourages parental involvement in students' education and ensures effective communication with students and parents.
- o Ensures that student conduct conforms with the school's standards and school district policies and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- o Coordinates with other elementary/junior high professional staff members, to evaluate and assess curriculum, and participate in faculty meetings and committees.
- o Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.
- o Supervises students in activities that take place out of the classroom during the school day, including activities involving school transportation.
- o Administers standardized tests in accordance with District testing programs.

Additional Duties

Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

Knowledge, Skills and Abilities

- o Knowledge of current teaching methods and educational pedagogy, as well as differentiating instruction based upon student learning styles.
- o Knowledge of elementary school / Junior high curriculum and concepts.
- o Knowledge of data information systems, data analysis and the formulation of action plans.
- o Knowledge of applicable federal and state laws regarding education and students.
- o Ability to use computer network systems and software applications as needed.
- o Ability to organize and coordinate work.
- o Ability to communicate effectively with students and parents.
- o Ability to engage in self-evaluation with regards to performance and professional growth. Physical and Mental Demands, Work Hazards

Qualifications Profile

Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Certification/License:

Arizona State Certification as an Elementary Teacher or secondary education, SEI endorsement required
Fingerprint clearance card

Education

Bachelors from an accredited college or university in Elementary Education, secondary education or related discipline applicable to teaching assignment. MA degree preferred.

Successful prior teaching experience for the appropriate grade levels is a plus.

Terms of Employment

180+ work days, contract hours 7am – 4pm with breaks
Base Salary determined by educational attainment and work experience