

***PINELLAS PREPARATORY ACADEMY, INC.***

***JOB DESCRIPTION***

CLASSROOM TEACHER

**Job Title:** Classroom Teacher

**Department:** Faculty

**Reports To:** Administration

**FLSA Status:** Exempt - Contract

**Hours:** 7:30 a.m. – 4:00 p.m. T & W

 7:30 a.m.-3:30 p.m. M, R, F

**Major Function**

Instructional position responsible for the educational leadership of students in a group or class in an elementary or middle school setting. The educational leader is expected to understand and promote the mission of the school, demonstrate the use of the school’s curriculum, student instruction, and assessment to maximize the educational achievement for all students; work collaboratively to ensure a working and learning climate for all students that is safe, secure and respectful. Implementing strategies to reach the full potential of students through creative lessons and projects is required.

**Planning, Preparation, and Instruction**

**The teacher:**

* Understands how students learn and provides learning opportunities that support intellectual, social, and personal development of diverse learners.
* Understands central concepts, tools of inquiry and structure of the discipline(s) taught and makes the subject matter meaningful to students.
* Seeks resources necessary to achieve classroom and school goals, such as course materials that match the reading level of students.
* Creates instruction that supports the development of the cognitive, emotional, and social growth of the student.
* Uses the School Curriculum and current research based instructional practices to develop interdisciplinary units of instruction that meet both the group and individual needs of students.
* Uses teaching and learning strategies that reflect each student’s culture, learning styles, special needs, and socioeconomic background.
* Uses appropriate technology in teaching and learning processes.
* Uses classroom processes that support effective teaching and learning to promote high student achievement, designing lessons to promote all students engaged in continual learning through such strategies as active learning, hands-on application, and teacher-student and student-student conversations about the learning.
* Promotes independent and collaborative work ethic.
* Works with students of various abilities assigned to the classroom.
* Participates in meetings, training, and planning cooperatives to fully meet each child’s needs.
* Uses various assessment tools / strategies such as observations, continuums of development, portfolios, etc. to help make instructional decisions for individual students.
* Uses formal and informal assessment strategies to determine whether students have achieved high standards and modifies instructional strategies as needed to maximize achievement.
* Collects and utilizes data for continual improvement.
* Submits lesson plans to the designated email address the Sunday prior to the week you are planning for.
* Updates gradebook regularly.
* Attends and organizes (follows school policies) all field trips while ensuring the educational value.

**Classroom Environment and Management**

**The teacher:**

* Provides professional leadership to establish a culture conducive to learning and student diversity; involves students in the development of a mission and goals that support the school’s goals.
* Provides opportunities for students to demonstrate appropriate progress toward graduation expectations: knowledgeable, lifelong learner; responsible individual, effective communicator, problem solver, collaborative team worker, and self-directed learner.
* Develops a climate and culture of openness, fairness, mutual respect, support and inquiry.
* Engages every student in grade level appropriate learning experiences that promote performance.
* Is responsible for preparing an environment that is orderly, and where materials and equipment are cared for and meets the needs of the students.
* Creates an environment that demonstrates rapport with and respect and kindness for all students and between students.
* Models and teach conflict resolution and problem solving strategies in the classroom.
* Engages in positive classroom managements, manages student misconduct promptly and resolves conflict and crises appropriately and effectively; promptly reports discipline concerns of greater natures to the administrative office.
* Responsible for the safety of the children left in his / her charge until released to a responsible adult. No child should ever be left unsupervised either inside or outside of the classroom.
* Will ensure that the physical environment adheres to all health and safety regulations as required by Pinellas Preparatory Academy, Inc., Pinellas County, and the State of Florida.

**Communication**

**The teacher:**

* Listens and interacts effectively with supervisors, students, parents, colleagues, and community members, respecting diverse perspectives.
* Provides students and parents with timely data for improvement in student achievement.
* Responsible for communication that supports an understanding of the school’s program, develops positive relationships within the school community, and protects the privacy and confidentiality of each student and family in the school community always adhering to FERPA.
* Establishes a relationship with parents of the students and maintain regular communication with parents with regard to their child’s specific needs.
* Provides for parent conferences, meetings and communication throughout the school year in accordance with school calendar and procedures.
* Responds to parent concerns in a timely manner (within 48 hours).
* Communicates regularly with parents about the classroom and curriculum.
* Updates online grades at least weekly.
* Assists in the development of and participate in school functions, including but not limited to Open Houses and Parent Education Nights.
* Maintains confidentiality and professionalism in all communication with students, parents, and supervisor(s).

**Professional Responsibility**

**The teacher:**

* Demonstrates respect for students, colleagues, administrators, and parents.
* Works effectively with administrators, colleagues, parents, and the community to support students’ learning and well-being.
* Models and reinforces self-discipline and responsibility.
* Develops and manages human resources within the classroom by maintaining a professional development plan and engaging in professional development activities; recognizing students and parents for contributions to goal achievement.
* Involved with an ongoing self-assessment and refinement of practice in the classroom as well as collaborative professional growth by attending professional development opportunities.
* Participates in a regular evaluation process including classroom observations, feedback conferences, and an annual self-evaluation toward goals set by the teacher and / or in conjunction with the principal.
* Maintains his/her teaching skills and participate in professional development activities (both within the school community and/or via attendance at conferences, workshops, etc.).
* Participates in collegial activities designed to make the entire school a productive learning environment (for example – grade level meetings, curriculum discussion groups, working committees, mentoring, etc.).
* Reports for school and duties on time.
* Attends all scheduled meetings and professional days as designated by Principal.
* Dresses professionally at all times: Fridays jeans are appropriate with a PPA shirt; shorts are not permitted; flip flops may not be worn at any time; hair color must be a natural color- extreme colors are unacceptable; shirts must cover your entire shoulder and must not be low cut (for additional information see the employee handbook).

**Additional Duties:**

**The teacher:**

* Responsible for the safety and supervision of students by assisting at car line, lunch, recess, and other times as designated by Principal.
* Performs other related duties as required.

**Minimum Qualifications:**

Bachelor’s degree from a fully accredited college or university. Possession of, or eligibility for, a Florida teaching certificate for the level and subject area to be taught. Preferred FL certification are the Elementary Education and/or the Middle Grades licenses whichever is applicable to the position.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform to essential functions.

* While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is regularly required to stand; walk and use hands to finger, handle or feel. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The noise level in the work environment is usually moderate.

**Competency:**

To perform the job successfully an individual must demonstrate the following competencies:

* Analytical – Collects and researches data; uses intuition and experience to complement data.
* Design – Generates creative solutions.
* Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason when dealing with emotional topics.
* Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interruptions; keeps emotions under control.
* Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; demonstrates group presentation skills; participates in meetings.
* Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
* Teamwork – Balances team and individual responsibilities; gives and welcomes feedback; contributes to positive team spirit; able to build morale and group commitments to meet goals and objectives.
* Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to students, colleagues, and others.
* Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
* Classroom Management – Creates a positive classroom environment that sets expectations of students, conveys expectations to students, and holds students accountable for learning and behavior that encourages growth.
* Judgment – Exhibits sound and accurate judgment makes timely decisions.
* Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
* Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.
* Dependability – Takes responsibility for own actions.
* Initiative - Volunteers readily.