



Job Title: Classroom Teacher

FLSA Status: Exempt

Work Year: 108 Days

Reports to: Principal

Salary Range: \$49,990-\$58,860 Full Time Equivalent(FTE)- Teaching positions at Summit are either 0.2, 0.4, or 0.6 FTE, depending on 1,2, or 3 days per week.

## SUMMARY

Responsible for establishing, instructing, and maintaining a learning environment for students aligning to Colorado State Standards and program goals. Prepare lessons that meet and exceed standards, collaborate with grade-level team to extend the learning objectives and prepare engaging units that encourage students to utilize critical thinking skills, collaborative discussions and imagination.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate mastery of related subject matter, instructional skills, and resource materials for grammar, writing, research, debate, literature studies, math, science, and social studies
- Create lesson plans that drive instruction through formative assessment and differentiation.
- Maintain a safe, organized classroom that supports students' learning and collaboration.
- Maintain student records regarding grades and attendance
- Demonstrate compliance in safety, student accommodations and other program/JA/district policies
- Monitor and maintain a positive classroom environment that supports school-wide behavior expectations.
- Establish and maintain appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
- Communicate expectations to students and parents
- Awareness of homeschool practices and need to coordinate curriculum for needs of home students
- Create meaningful lessons and classes to enrich the home based educational program.
- Demonstrate flexibility to meet the needs of the program, i.e., remote learning, career day, or other special events.
- Complete required or assigned trainings and will maintain licensure
- Assists with other duties as assigned
- Assists with other duties at special events
- Attend all professional development days, parent-teacher conferences, and staff meetings.

**EDUCATION AND EXPERIENCE:** Bachelor's or master's degree in Education is required. Completed Elementary PLACE or Praxis II required. 2-3 years of elementary teaching experience is preferred. Prior experience teaching with Core Knowledge is preferred.

**CERTIFICATES, LICENSES AND REGISTRATIONS:** Current Colorado-certified teaching license with an Elementary endorsement or ability to obtain Colorado license is required.

**SKILLS, KNOWLEDGE, AND EQUIPMENT:** Ability to be flexible and collaborate with a team. Active listening and problem-solving skills. Well-developed interpersonal, communication, and presentation skills. Ability to work with groups of students. Ability to work independently. Excellent prioritization and organization skills. Basic computer skills and ability to operate office equipment.

**SUPERVISORY RESPONSIBILITIES:** Directs work for Classroom Educational Assistant (EA). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

**DECISION MAKING:** Work is primarily assigned by the Elementary Principal. This position requires the ability to make decisions and follow instructions of the Elementary Principal and school guidelines. Errors in decision making could lead to incorrect grades on papers, improper instructions for students, or improper behavior management of students. Decision making requires collaboration with the teaching staff. Work is guided by school policies and procedures.

**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 the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** The work environment described here represents what an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**SUMMIT EXPECTATIONS:** The Summit Academy is proud to share in the Mission and Values of Jeffco Public Schools and Jefferson Academy. All employees are expected to know and be examples to our students and parents of the values of The Summit Academy: Respect, Integrity, Compassion, Excellence, and Partnership. Employees of The Summit Academy are to respect the right of each parent to make educational decisions for their children. All employees, regardless of the situation, should treat students, parents and other employees with respect.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

I understand and agree to perform the duties listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_