

**High School ELA Teacher**

JobID: 19076

**Position Type:**

High School Teaching/English-Language Arts



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**Date Posted:**

5/4/2023

**Location:**

Metro Early College High School

**Date Available:**

08/21/2023

**Closing Date:**

06/01/2023

Position summary: The High School English Teacher works in collaboration with fellow teaching staff to facilitate student learning in a competency-based environment targeting college readiness in English and Language Arts for 9th-12th grade students. The position provides students a foundation of the rules of language to build on throughout the rest of their educational careers. This teacher is an expert user of electronic communication and is enthusiastic about using existing and emerging technologies to enrich the educational experience of students and the professional environment of the school.

**Key responsibilities/outputs:**

Teaching and Advising

- Establish and communicate clear objectives for all learning activities
- Encourage students to develop their special talents through listening, reading, writing and speaking skills in the English language
- Take attendance each period and monitor students during outside classroom times
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Provide appropriate feedback on work
- Observe and evaluate student's performance and development
- Build relationships with students, as well as help them develop life skills, positive character traits, and more
- Encourage and monitor the progress of individual students
- Help students grow into solid, independent thinking citizens
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Provide student support, counseling for students with academic problems and provide encouragement

Curriculum

- Design and implement curriculum that stresses discovery and different learning methods for students at a variety of English and Language Arts skills levels and backgrounds
- Prepare lesson plans that teach core objectives and principles that are relevant to future education, and that demonstrate how this knowledge is useful in the real world
- Manage, plan, prepare, and differentiate class activities that facilitate active learning experiences
- Provide a variety of learning materials and resources for use in educational activities
- Update online class materials using Schoology
- Modify units and adapt them to current classes
- Identify and select different instructional resources and methods to meet students' varying needs
- Prepare classroom for class activities

Administrative & Other Duties

- Complete long and short-term planning
- Grade class work, homework, tests, and assignments
- Make changes to learning plans and activities
- Provide appropriate feedback on work and provide parents with feedback
- Maintain accurate and complete records of students' progress and development
- Analyze collected data and test scores from state exams
- Track and report performance to determine if changes need to be made and identify strategies/methods that work
- Attend staff meetings to address unique situations or problems with individual students, adapt lesson plans to meet students' needs
- Prepare required reports on students and activities
- Offer office hours and schedule weekly club meeting time
- Participate in extracurricular activities such as social activities, clubs, and student organizations
- Participate in department and school meetings, parent meetings
- Communicate information regularly to students, colleagues and parents regarding student progress and needs
- Coordinate field trips and other unique opportunities
- Keep updated in teaching strategies and resources
- Assist with training staff on how to do their positions
- Perform other duties as assigned by the Principal

Essential skills/experience:

- Ability to provide services that implement the school's educational mission
- Ability to work collaboratively with other instructors to construct and maintain a high quality-learning environment
- Ability to work collaboratively with students and their families to optimize learning
- Ability to provide personalized instruction & coaching to students.
- Ability to conduct on going assessment of student progress and adjust instruction & coaching accordingly
- Ability to counsel each student regarding his/her academic and behavioral progress
- Ability to implement all institutional policies
- Knowledge of laws, legal codes, and government regulations

Key Competencies:

- Self-motivation/Initiative
- High energy level
- Verbal and written communication skills
- Attention to detail
- High work standards
- Problem solving and decision-making skills
- Organizing and planning
- Learning orientation
- Critical thinking
- Stress tolerance
- Flexibility and adaptability
- Establish and maintain effective working relationships with students, school staff, district staff, and parents

Outcomes: This position will be evaluated, in part, based on the following outcomes:

- Execution and completion of all responsibilities related to classroom work, and other responsibilities as assigned
- Completion of projects in a timely manner, and acceptable resolution of project related issues
- Feedback from the principal, teachers, students, parents, and other school employees

Education and Experience:

- Bachelor's degree or higher from an accredited institution
- Knowledge of curriculum development, and classroom management a plus
- Teaching license, State certification or the ability to attain license
- Relevant experience, experience working with students is a plus
- Knowledge of relevant technology – Learning Management System, (Schoology), Google Apps, Virtual Meeting Room (Zoom), Online School; Online meetings, iPad Apps – teaching content, testing software (AIR, MAPs) for standardized testing, office equipment such as copiers and printers

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