

Premier Arts and Science Charter School
Job Description
Teacher

General Purpose

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Main Job Tasks and Responsibilities

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- develop schemes of work and lesson plans
- establish and communicate clear objectives for all learning activities
- prepare classroom for class activities
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet students' varying needs
- instruct and monitor students in the use of learning materials and equipment
- use relevant technology to support instruction
- observe and evaluate student's performance and development
- assign and grade class work, homework, tests and assignments
- provide appropriate feedback on work
- encourage and monitor the progress of individual students
- maintain accurate and complete records of students' progress and development
- update all necessary records accurately and completely as required by laws, district policies and school regulations
- prepare required reports on students and activities

- manage student behavior in the classroom by establishing and enforcing rules and procedures
- maintain discipline in accordance with the rules and disciplinary systems of the school
- apply appropriate disciplinary measures where necessary
- perform certain pastoral duties including but not limited to student support, counseling students with academic problems and providing student encouragement
- participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
- participate in department and school meetings, parent meetings
- communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Key Competencies

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| • self motivation | • organizing and planning |
| • high energy level | • learning orientation |
| • excellent verbal and written communication skills | • critical thinking |
| • attention to detail | • stress tolerance |
| • high work standards | • flexibility |
| • problem solving | • adaptability |
| • decision making | • initiative |

Qualifications

1. Valid PA Certification K-6
2. Bilingual preferred