



Job Description:

**Classroom Teacher**

Position: Exempt

Supervisory Responsibilities: None

Responsible Supervisor: Assistant Head of School

**Summary:**

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 weekly lesson plans to be saved on the school's network
- 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 each student's performance and development
- assign and grade class work, homework, tests and assignments
- provide appropriate feedback on work
- encourage and monitor *Rae* progress of individual students
- maintain accurate and complete records of students' progress and development
- 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 guidance duties including but not limited to student support, counseling students with academic problems and providing student encouragement
- participate in enrichment activities
- participate in department/school meetings and parent meetings
- common plan lessons as well as curricular scope and sequence with other faculty
- 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

**Education and Experience**

- Bachelor's degree or higher from an accredited institution
- Relevant teaching experience
- Knowledge of relevant technology

## Key Competencies

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

*Academy Prep Center of Lakeland is a 501(c)(3) non-profit organization. It is an urban college preparatory middle school whose mission is to inspire and empower students qualifying for need-based scholarships to become future community leaders through a rigorous middle school program coupled with ongoing graduate support.*

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as required.