

**POSITION TITLE:** Teacher – Freshman Academy – Secondary

**QUALIFICATIONS:** Must have a collegiate or postgraduate professional license or be eligible for a provisional license in the appropriate subject. One year of teaching experience or its equivalency preferred. One year of experience conducting lessons and assessing student progress, maintaining student discipline in the classroom, meeting with parents to discuss student progress and problem areas preferred. Experience providing ongoing academic guidance for students preferred. Bilingual skills to include Spanish are a plus.

**PERFORMANCE EXPECTATIONS:** Knows and effectively communicates the Richmond City Public Schools (“RCPS”) philosophy and mission. Develops and implements a curriculum program consistent with district educational goals and objectives. Implements the Freshman Academy’s high standards of a Learning Community in the classroom by maintaining high expectations for scholars, praising their hard work, and developing the academic, mental, and physical well-being of each student while guiding them with various life problems that they may encounter. Reinforces the Freshman Academy’s philosophies and positive work culture which is characterized by respectful interactions with scholars and active youth participation. Implements a comprehensive youth development approach in a classroom environment that is safe and conducive to learning and appropriate to the developmental level of the students. Works collaboratively with a team of Academy teachers and staff to share best practices around lesson planning, instructional techniques, instructional media, classroom management, and academic goals. Establishes clear objectives for all lessons, units, and projects with the ability to communicate these objectives effectively to students, staff, and parents. Adapts lesson plans to suit diverse scholar needs while assessing and supporting their strengths, interests and abilities. Works with collaborative, interdisciplinary teams to motivate students with relevant exercises and activities to enhance freshman transition efforts. Prepares for classes assigned and shows written evidence of preparation in accordance with RCPS, state and federal guidelines. Identifies special needs and seeks the assistance of RCPS specialists. Assesses the accomplishments of students on a regular basis and provides progress reports to supervisors and parents. Maintains accurate and complete records as required by law and RCPS policy. Assists in designing, upholding and enforcing school rules, administrative regulations and School Board Policy. Actively participates in faculty and/or department meetings. Strives to maintain and improve professional competence. Exerts leadership in working with school and RCPS staff. Assists in the selection of books, equipment and other instructional materials. Establishes and maintains open lines of communication with students and their parents. Provides for professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning. Assists in the preparation of data for local, state and federal reports. Assists in the collection of data for providing appropriate intervention. Participates in chaperoning, counseling and other similar responsibilities that are part of the school’s service in loco parentis and exercises discretionary authority over day-to-day teaching functions. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Duties performed typically in a school setting. Performs professional work providing teaching and/or training services to students in a specialized subject. Work requires frequent standing, sitting, light lifting up to

10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Principal

**PAY SCHEDULE:** Teacher Salary Schedule

**LENGTH OF CONTRACT:** 200 Days (9.5 months)

**FLSA:** Exempt