



## Electives Position

**Part Time Faculty Position: 10-months plus pre- and post-planning and scheduled summer planning days**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:**

- Teach between 3-5 class periods of daily (10-12 students/class), plan 1 period weekly per elective taught, and carry out duties (grades range from 3rd-8th). Approximate Hours: 10:30-3:00
- Attend and enthusiastically participate in mandatory school-wide events (back-to-school night, parent conferences, professional development opportunities, select fundraising events)
- Use approved curricular materials & methods consistent with TDS's philosophy to plan and teach (develop with Dir of C & I if needed)
- Develop and implement lesson plans, adapting curriculum and differentiating instruction to better meet the needs of students ● Use, understand, update, and analyze the curriculum map to assess the effectiveness of curriculum materials and methods for excellence at each grade level
- Assess and report on student progress by actively communicating with students' families using email, telephone, notes, checklists, grades, comments and parent conferences
- Communicate effectively and sensitively with families
- Communicate effectively and collaboratively with fellow faculty and administration on student progress and concerns
- Attend and participate in faculty meetings
- Participate in professional development activities offered by TDS; demonstrate an ongoing commitment to professional growth and development (e.g., seek out relevant training); obtain at least the same number of continuing education units required for State Certification (120 hours in 5 years, approximately 24 hours/year)
- Create a welcoming, supportive, and nurturing classroom and if requested, incorporate components of an SEL curriculum using approved materials
- Abide by school rules, policies and procedures (refer to Faculty/Staff Handbook)

### **OTHER DUTIES**

- Tampa Day School faculty members enthusiastically contribute to all aspects of school life, including evening and weekend events (e.g., open houses, student events, fundraising activities, and school-wide events).
- Other duties such as supervision during school trips.

### **QUALIFICATION REQUIREMENTS**

#### **Degree/Experience/Knowledge and Skill:**

- A Bachelor's degree with relevant coursework in Education; Master's strongly preferred
- Specific knowledge and skills required for the elective teaching position may include content knowledge one of the required areas: Physical Education/Health, Art, Music, Performing Arts and Technology
- Three or more years of relevant teaching experience
- Certification OR eligibility and willingness to obtain state or national teaching certification
- Willingness to obtain requirements for certification if teaching out-of-field or without a teaching degree
- A strong background and knowledge of the desired discipline (and State/National Standards)
- Experience working with students with diverse learning needs (ADHD, Dyslexia, Anxiety, EF Challenges, LD)
- Prior experience working in a diverse learning community preferred

#### **Qualification Requirements:**

- Exhibit a passion for teaching and learning

- Demonstrate high energy, positive disposition, and strong ability to connect with students with ADD, ADHD, Anxiety, learning differences and Dyslexia



- Skilled in a range of teaching and assessment methods necessary to differentiate instruction and monitor student progress
- Understand the importance of fostering the social-emotional development in children
- Adept at working as part of a collaborative professional community/proven ability to work with a team on behalf of students
- Ability to interact professionally with students, colleagues, parents and school community members
- Capable of using or demonstrate a willingness to learn to use ipads/laptop, smartboard, projector, gmail, google suite for education, web-based lesson planning, web-based grade book, apps, online curriculum resources and teaching tools, and other related tools or programs as requested by the Director of Curriculum and Instruction/Administration
- Demonstrate a desire to incorporate technology into the classroom and the ability to teach students to use relevant technology apps, resources or word processing features
- Possess excellent oral and written communication skills
- Demonstrated commitment to professional development and lifelong learning

## **EXPECTATIONS**

### **Faculty will be expected to:**

- Utilize the approved curriculum, develop curriculum with the Director of C&I when needed, and maintain curriculum maps
- Utilize online lesson planner and gradebook
- Understand, Embrace and Embody the School's mission, philosophy, and values
- Engage in the development and completion of annual individualized growth plans as part of the self/staff evaluation process
- Have a growth mindset
- Take initiative and have a strong work ethic
- Consistently demonstrate good judgment, creativity and problem-solving skills
- Be respectful of students, parents, and coworkers
- Be honest and transparent
- Represent the school in a positive and professional manner (including use of social media)
- Demonstrate excellent listening and communication skills with students, parents, coworkers, and others
- Communicate professionally and effectively with families, including creating newsletters, writing UHA! emails, completing progress reports/report cards, and leading parent conferences
- Demonstrate a commitment to established deadlines for required paperwork, report cards, projects, etc..
- Adhere to the policies and rules outlined in the Faculty/Staff Handbook

## **SALARY RANGE**

Based on qualifications and experience

## **SPECIAL CIRCUMSTANCES**

- Must demonstrate overall student gains in subject area
- Must be physically able to engage in duties, daily work requirements, and school functions

***Tampa Day School hires qualified staff of any age, race, color, gender, creed, and national or ethnic origin and is nondiscriminatory in all policies and school-administered programs.***

***Revised 2021-22***