

# Star Academy Teacher Job Description

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## MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- Valid Teaching Certificate or
- Eligible for a Practitioner's License as confirmed by a local university
- Citizenship, residency or work visa required

## LENGTH OF WORK YEAR:

- 183 Days
- Possible 2 NOLA Education Professional Days prior to school beginning

## SALARY RANGE:

- Commensurate with degree and certified teaching experience (to be verified)

## SCOPE OF RESPONSIBILITIES:

- Promote the mental, physical, emotional and social growth of any student assigned.

## PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Uses available instructional materials and a variety of techniques in providing opportunities for student achievement and development.
- Demonstrates knowledge and application of appropriate developmental practices for young children.
- Keeps accurate, neat records including class lists, attendance, health records, roll book, report cards, and permanent folders.
- Maintains an attractive classroom, reporting unsafe conditions when repairs are needed.
- Develops and implements proper classroom management techniques.
- Completes reports, assignments and records in a timely fashion.
- Collects lunch and/or activity money as may be necessary.
- Plans and prepares for classes, submitting lesson plans weekly.
- Reports regularly and punctually to assigned work locations.
- Reports promptly for all assigned duties.
- Notifies the principal or designated person of impending absence.
- Supplies substitutes with adequate plans and materials.
- Maintains properly the books and equipment assigned to the class.
- Becomes knowledgeable about methods, programs, curriculum guides, procedure bulletins, and available resources in the system.
- Uses a variety of methods for diagnosis and/or placement purposes.
- Exhibits self-control and decorum for student emulation.
- Provides for individual differences.
- Continually evaluates student progress and plans with student needs in mind.
- Cooperates with school-based and central office personnel.
- Encourages parents/guardians to be informed of the student's progress and needs.
- Demonstrates evidence of professional growth, participates in inservice training and contributes to faculty meetings and/or faculty studies.
- Conforms to Louisiana laws concerning the education, health, safety and welfare of assigned students.
- Assists in the development and implementation of quality education in Jefferson Parish Public Schools.

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- Plans for and actively participates in the evaluation process.
- Performs all other duties assigned by the principal.

## WORK ENVIRONMENT/HOURS WORKED:

- The teacher will work in a school setting, climate controlled environment adhering to School board energy policy and in the outside areas which are subject to climate extremes.
- Work day consists of teacher hours at assigned school site according to bargaining unit agreement.

## COMMUNICATION SKILLS:

- A teacher must be able to effectively communicate English both orally and in writing. Must have the ability to accurately give and receive information via tele-communication system and must be able to communicate successfully and pleasantly with students, parents, and school personnel.

## EQUIPMENT USED:

- Telephone, audio-visual equipment, classroom computer, copy machine, laminator, calculator, and other appropriate machines.

## PHYSICAL INVOLVEMENT:

- Standing, walking, reaching, bending and lifting 10 pounds is sometimes required. Must be able to operate classroom equipment.
- Must be able to physically transfer, restrain or position special education students as required.

## MENTAL INVOLVEMENT:

- Must be able to plan and implement appropriate education programs for all students.
- Must be able to understand and interpret written and verbal instructions.
- Must keep accurate, up-to-date written and verbal instructions.
- Must be able to comply with state and parish regulations.
- Must be able to utilize effective classroom management techniques.

## HUMAN RELATIONS INVOLVEMENT:

- Must be able to work cooperatively with students, parents, and school personnel.
- Must be able to respond positively to supervision and accept suggestions for improvement.

Position Type: Full-Time

Positions Available: 1

Job Categories:

Classroom Teacher > STAR Academy