

Elementary Teachers

Reports to: Principal

Purpose:

The purpose of this position is to develop lesson plans and provide materials; conducts instruction, and evaluates and assesses both instructional materials and student performance. The teacher meets with parents, interprets students' progress, and informs parents/guardians about student strengths, weaknesses, and progress.

Responsibility:

1. Plans instruction and other student support activities as follows:
 - Establishes curriculum plan, as applicable to the teacher's particular assignment and consistent with District standards and objectives and needs and abilities of student
 - Consistent with District and State curriculum and assessment
 - Reviews, selects, and modifies materials and resources to carry out the curriculum plan.
2. Provides instruction to students in a manner, which incorporates best teaching practices:
 - Develop daily lesson plans
 - Teaches to an outcome
 - Selects objectives at the correct level of difficulty
 - Monitors student learning and adjusts teaching
 - Uses principles of learning in an appropriate manner
 - Has knowledge of performance assessments, checklists, and rubrics and correct use thereof
 - Has appropriate classroom management, human relations, questioning, and planning skills
 - Has skills in inclusivity, diversity and differentiated strategies
 - Has knowledge of child growth, development, and learning
 - Develops instructional strategies to maximize student participation
 - Provides an honest, respectful, caring, and safe environment for students
3. Establishes and maintains positive working relationships with students in the classroom, on school premises, and/or in school activities:
 - Communicates expectations for appropriate behavior
 - Encourages student responsibility, cooperation, and respect for self, others and property
 - Adheres to district policies, procedures and legal requirements
 - Helps students develop ability to prevent or solve conflicts
4. Communicates effectively with parents through conferences, written documents, telephone, and other forms of communications
5. Maintains effective working relationships with staff and service providers to meet the needs of students:
 - Ability to work in teams on a collaborative basis
6. Collaborates with service providers regarding the needs of students. Communicates accurately and constructively while preserving confidentiality
7. Uses student assessment and evaluation to:
 - Assess student work to guide instruction
 - Evaluate student work to determine student progress and grades
 - Report student progress to student and parents
 - Identify and implement appropriate instructional strategies to meet the needs of learners

8. Possesses current knowledge of support services and subjects taught:
 - Demonstrates an understanding of the integration of subject and support services
 - Maintains professional competency in assigned subject areas
9. Continually identifies professional development needs; plans and pursues strategies to meet those needs
10. Maintains records according to district policy and procedures:
 - Maintains necessary records according to legal and District requirements
 - Uses records to obtain and provide accurate information
 - Maintains confidentiality of information
11. Other job related confidentiality of information
12. Perform other job related duties as assigned

Minimum Qualifications:

Completion of State approved teacher preparation program and valid Minnesota teaching licensure in elementary education – K - 6.

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To apply for this position, Please submit **your cover letter, resume, copy of current MN license(s), 3 professional references with contact information** to Dr. Elizabeth Sommerville (lsommerville@urbanacademymn.org). **Please note that submission of all documents is required. Incomplete submissions will not be considered. For questions regarding application please contact Dr. Sommerville at 612-670-1604 or lsommerville@urbanacademymn.org.**