



Middle School English Language Arts Teacher – Full Time – Job Posting **Updated: 7/12/24**

Qualifications:

- 3-5 Year Experience in Education, specifically English Language Arts
- Bachelor's Degree in Education with teaching credentials
- Holds 36 university credit hours related to English Language Arts
- Collaborative thinker willing to work with other middle school staff

Reports to: CCA Principal

Professional and Ethical Responsibilities:

It is imperative that the Middle School English Language Arts Teacher display at all times, acceptable professional and ethical standards. Including but not limited to: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness, integrity and respect. They must be able to lead by example with regard to our 8 Keys of Excellence and have a commitment to the mission of the school.

Responsibilities / Roles – not limited to:

- Instructs students in English Language Arts content with stated objectives that prepare students to master grade level standards
- Build non-fiction reading skills and practice into daily instruction
- Establish and implement, in a positive and supportive manner, classroom policies and procedures governing student behavior and conduct; provide guidance, counseling, and discipline to encourage students to meet standards of achievement and conduct; make referrals for assistance where appropriate
- Develops lesson plans and supplementary materials compatible with the school's instructional philosophy and congruent with Core Knowledge Curriculum
- Translates lesson plans into learning experiences so as to best use the available time for instruction and to actively engage students
- Evaluates academic and social growth of students, prepares report cards, and keeps appropriate records to include attendance reports, checklists, parent contact forms, and other recordkeeping activities as necessary
- Confer with students, parents or guardians, and other staff, in an open and positive manner to provide guidance and evaluation and encouragement of student achievement through conferences and other means
- Administers variety of local, district, or state assessments when applicable
- Select appropriate books, media and instructional resources that will enhance student learning experiences, keeping the learning engaging for students
- Models non discriminatory practices in all activities

Skill Requirements:

- Strong organizational, time management, communication and interpersonal skills
- Proficient with computer technologies
- Strong classroom management
- Ability to interpret policy, procedures, and student assessment/testing data
- Possess problem solving skills
- Establish and maintain effective working relationships with students, parents, and staff
- Knowledge of Colorado Academic Standards and The Core Knowledge Sequence

Additional:

- Be present and engage in CCA functions and committees to build strong relationships with students, parents, peers, and the community
- Maintain and strengthen current educational learning on an ongoing basis
- Regular and timely attendance
- Be able and willing to lift up to 30 pounds
- Recess / Lunch duty when needed
- Responsible for teaching a select elective and content related interventions in the areas of reading and writing
- Act in an advisory capacity to a small group of students, acting as a mentor and an anchor for students in leadership roles
- Performs any other related duties as assigned by the Principal and/or the Assistant Principal

Compensation/Benefits:

This position is 4 days per week during the school year. It also includes required Professional Development Days.

Wage: Pay is based on education and applicable experience as listed on the CCA Teacher Salary Schedule. Schedule can be found on the CCA website.

Benefits: Participation in the Colorado Public Schools Retirement System (PERA)
AFLAC voluntary add-on insurance (100% employee paid)
Employee Leave – Per Board Policy
Retirement investment option (100% employee paid)