New Summit Charter Academy

TIER 5 • TEACHING & STUDENT SUPPORT

Teacher – Elementary (K-5)

Job Title	**Teacher – Elementary (K-5)**	**Tier**	Tier 5 – Instructional Staff
Reports To	Principal (coaching support from the Curriculum & Instruction Coordinator)	**Department**	Teaching & Student Support
Salaried / Hourly	Salary	**FLSA Status**	Exempt
Annual Days	183	**Pay Range**	$46,000.00 – $58,000.00
Supervises	Teaching Assistants (daily classroom direction)		

SUMMARY

Creates a flexible elementary program and a classroom environment favorable to learning and personal growth; builds strong rapport with students; motivates students to develop the skills, attitudes, and knowledge they need for future success, in accordance with each student's ability; and builds good relationships with parents and staff.

THE 3 C'S IN THIS ROLE

How NSCA's hiring pillars show up in this position. Use these with the interview rubric and in evaluations.

Character	Holds students to high character standards and treats every child with respect.
Competence	Plans and delivers engaging, differentiated lessons and uses data to guide instruction.
Consistency	Is prepared, present, and ready to greet students every day.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements describe the general nature and level of work performed by individuals in this position. They are not an exhaustive list of all duties and responsibilities. Duties may vary based on school needs, and other duties may be assigned.

- Teaches reading, language arts, social studies, mathematics, science, and social-emotional learning using approved curriculum.
- Instructs students in citizenship and subject matter specified in state law and school policy.
- Develops lesson plans and instructional materials; provides individualized and small-group instruction to meet each student's needs.
- Translates lesson plans into learning experiences that make the best use of instructional time.
- Explains learning objectives and student expectations.
- Differentiates instruction and curriculum to meet individual student needs.
- Provides opportunities for student goal setting, reflection, and self-assessment.
- Uses assessment data to improve learning and instruction; implements MTSS interventions.
- Coordinates lesson plans with grade-level colleagues to reinforce learning across subjects.
- Follows all Exceptional Student learning plans as required under IDEA, ECEA, and Section 504.
- Sets clear behavior expectations and consequences and enforces them consistently; manages Tier 1 discipline.
- Participates in functional behavior assessments and in developing student intervention and support plans.
- Assumes responsibility for instruction, duties, student supervision, and required meetings at designated times.
- Uses fair grading practices based on identified criteria; keeps accurate records and prepares progress reports.
- Communicates with parents through conferences and other means about student progress.
- Establishes rapport with students and provides a pleasant, safe, and orderly climate for learning.
- Directs the daily classroom work of assigned Teaching Assistants.

- Participates in professional development, coaching, and observations; supports the School Improvement Plan.
- Supervises students in out-of-classroom activities during the assigned working day.
- Supports NSCA's mission and performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Training

- Bachelor's degree plus additional coursework required for licensure.
- Must meet CDE requirements for an Elementary Education endorsement.

Experience

- No experience required; student teaching or classroom experience preferred.

Certificates, Licenses, and Registrations

- Colorado Department of Education Teacher License, or enrollment in an Alternative License program, preferred.

CONDITIONS OF EMPLOYMENT

- Successful fingerprint-based criminal background check (CBI/FBI) prior to working with students, as required for Colorado charter school employees.
- Mandatory reporter of suspected child abuse or neglect under Colorado law (C.R.S. 19-3-304); completion of required reporter training.
- Maintains confidentiality of student records (FERPA) and personnel information.
- Follows NSCA policies, the employee handbook, and the staff code of conduct.

OTHER WORK FACTORS

Physical Demands. While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, or sit. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment. The noise level in the work environment is usually moderate.

Mental Functions. While performing the duties of this job, the employee is regularly required to use interpersonal skills and is frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, and negotiate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

New Summit Charter Academy is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and school needs. NSCA does not discriminate on the basis of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, gender identity or expression, marital status, age, physical or mental disability, genetic information, pregnancy, veteran status, or any other status protected under federal, state, or local law.

Employee Signature Date

Supervisor Signature Date