



EXCEL ACADEMY

Jefferson County School District R-1
11500 West 84th Avenue
Arvada, CO 80005
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Job Title:	Teacher – Middle School
FTE:	Full-Time – 1.0 FTE
Date Prepared:	April 7, 2025
Salary Scale:	Teacher - \$50,520 - \$78,573 min-mid annually
Work Year:	184 Contact Days/Year (1 Jul – 30 Jun)
FLSA Status:	EXEMPT
Benefits Eligible:	Yes, if scheduled for 30 or more hours per week
Reports To:	Assistant Director, then Executive Director
Direct Report(s):	None; provides feedback to supervisor of paraprofessional(s)

OVERVIEW:

The Teacher – Middle School is responsible for the delivery of specified course content and creating an environment with high standards in learning, creativity, and personal growth in accordance with each student's abilities so that they can fulfill their potential for intellectual, emotional, and social-emotional growth. This person is responsible for organizing and implementing an instructional program that results in students achieving academic success in the context of the school's mission, vision, and values. The Teacher – Middle School also has a homeroom class.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Orient students to their coursework and communicate course requirements.
- Employ asynchronous and synchronous tools to supplement course content.
- Create and deliver live and recorded instructional sessions.
- Maintain regular office hours to provide students or parents one-on-one and small group support.
- Augment course content in the form of remediation, modification, and enrichment.
- Partner with special education staff to implement student's IEP's, ALP's and 504's.
- Set deadlines for student work and grant extensions as appropriate.
- Attend face-to-face meetings with students and parent/guardian, as scheduled, including guardian-teacher conferences.
- Grade student work, enter grades into an online gradebook within timelines outlined in school Instructional Model, and provide course grade based on adopted school scale.
- Communicate with parents as needed.
- Collaborate with other instructional staff.
- Administer school-wide and state assessments including MAP, CMAS in accordance with specific training.

- Attend (virtual and physical) and actively participate in all required staff meetings and professional development.
- Provides learning experiences and teaches school-adopted curriculum and approved supplemental resources as provided in the scope and sequence guidelines.
- Develops and uses instructional material suitable for a wide range of learning styles.
- Provides individual and group instruction designed to meet individual needs.
- Establishes and maintains standards of student and classroom management required to achieve effective participation in all activities without interfering with the atmosphere of class.
- Evaluates academic and social growth of students and keeps appropriate records and assessment data.
- Provides appropriate instruction and activities for students to meet Excel Academy goals and objectives.
- Communicates with parents through a variety of means.
- Holds parent conferences twice a year and as needed to discuss individual student progress, develop student goals, and interpret the school curriculum and programs.
- Identifies student needs and cooperates with other professional staff members in assessing with helping students solve health and learning problems.
- Creates an effective environment for learning.
- Maintains professional competence through embedded staff development activities provided by Excel Academy and/or professional growth activities and university courses.
- Participates cooperatively with the Executive Director and/or Assistant Director by which s/he will be evaluated as a part of the Excel Academy and Colorado State guidelines for licensed personnel.
- Selects and requisitions instructional materials; maintains inventory records and classroom cleanliness.
- Provide leadership to select extra-curricular school activities.
- Participate in all trainings, team meetings and faculty meetings.
- Follows all policy and procedure established by the Excel Academy Board of Directors and Administration.

REQUIREMENTS:

Experience:

Required:

- Successful experience working with secondary-age students.
- Experience with curriculum, assessment, staff development, and online learning.
- Experience with effective use of technology with teachers and/or students supporting educational technology initiatives.
- Awareness, understanding, and application of a guaranteed and viable curriculum.
- Previous experience or current thinking about culturally responsive teaching that relates to achievement issues for all students.
- Demonstrated success using technology to ensure technological literate students.

Desired:

- A minimum of two years teaching experience is highly desired

Education and Training:

A bachelor's degree from an accredited program is required, master's degree in education or content area is desired.

Certificates, Licenses, or Registrations:

- Colorado Department of Education Teaching License in content area OR

- Bachelor's Degree or higher from an accredited program PLUS passing score on the Praxis Exam(s) as accepted by the Colorado Department of Education for the content area(s) assigned OR
- In-Field Status as accepted by the Colorado Department of Education for the content area(s) assigned
- Completion of training required under the Colorado READ Act prior to first day with students for all positions listed with the Colorado Department of Education

Knowledge, Skills and Abilities:

- Demonstrated success in both classroom and online instruction using best practices and research-based strategies.
- Proficient with educational technology platforms such as Blackboard, Google Classroom, MS Excel, and Word; comfortable learning new tools.
- Experienced in leading online learning and supporting others in adapting to change.
- Strong leadership, collaboration, and problem-solving abilities; proven track record of initiative and effective decision-making.
- Excellent verbal and written communication skills, with strong interpersonal, organizational, time management, and follow-through abilities.
- Knowledge of Colorado Model Content Standards, Grade Level Expectations, and various formative and summative assessment methods.
- Skilled in interpreting and utilizing assessment data to inform instruction.
- Able to design and implement differentiated instruction using a range of instructional strategies (e.g., direct instruction, inquiry, cooperative learning).
- Deep understanding of subject matter and ability to connect content across disciplines and real-world contexts.
- Committed to student-centered instruction through modeling, guided practice, and checking for understanding.
- Flexible, self-motivated, ethical, and capable of managing multiple priorities while meeting deadlines.
- Maintains confidentiality and adheres to district, state, and federal guidelines.
- Works effectively with diverse stakeholders, including school staff, district personnel, students, parents, and vendors.

SPAN OF CONTROL:

The physical requirements, mental requirements and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT: Classroom materials, computer (desktop/laptop/tablet) and communications technology equipment including software, interactive whiteboard, office equipment (copy machine, fax, etc.), e-mail, and voice mail.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel. Normal routine levels of sitting, climbing or balancing; and stooping, kneeling, crouching, and occasionally crawling. There may be above average levels of activity at times that cannot always be anticipated. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus. Ability to meet physical needs of students.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to analyze, coordinate, compile, evaluate, synthesize, compute, instruct and negotiate. The employee is occasionally required to copy.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is moderate and may be noisy/chaotic at times. This employee is required to work in a variety of school, office and playground settings as well as field trip destinations.

EQUAL EMPLOYMENT OPPORTUNITY: Excel Academy provides equal employment opportunities to all employees and applicants in all school facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable Federal, State and local laws.