**Job Description for Teacher**

**Summary**

A SCA teacher is responsible for instructing students from grades K-12. This position reports directly to the Executive Director. Teachers create lesson plans, administer praise and constructive criticism, and instruct students in the Core Knowledge and college preparatory instructional programs offered at SCA.

**Essential Functions**

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

* Create instructional resources for use in the classroom
* Plan, prepare, and deliver instructional activities
* Create positive educational climate in which all students can learn and thrive
* Meet course and school-wide student performance goals
* Participate in ongoing training sessions
* Create innovative lesson plans and modify accordingly throughout the year
* Maintain grade books and update website weekly
* Grade papers and perform other administrative duties as needed
* Write grant proposals to gain funding for classroom
* Create projects designed to enhance learning
* Create lesson plans and utilize various resources
* Develop incentives to keep participants in class
* Develop professional relationships with others
* Tutor students on an individual basis
* Establish and communicate clear objectives for all learning activities
* Observe and evaluate student’s performance
* Manage student behavior in the classroom by invoking approved disciplinary procedures
* Communicate with parents and/or guardians on a regular basis

**Competencies**

* Technical Capacity
* Personal Effectiveness/Credibility
* Thoroughness
* Collaboration Skills
* Communication Proficiency
* Flexibility
* Build relationships
* Content expert

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. This job also operates in an environment with children and supervision is necessary at all times.

**Employee Conduct**

The SCA Administration expects that the employees of SCA strive to set the kind of example for students that will serve them well in their own conduct and behavior. Every employee is expected to act in a professional, reasonable, and courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. Moreover, inappropriate conduct is cause for discipline, up to and including immediate termination.

**Confidentiality**

* furnishing information or lists regarding students or parents to anyone selling materials or services;
* discussing of any employee or student disciplinary action with individuals other than those with direct involvement;
* sharing of employee personal information obtained in a professional mentoring relationship, except that in the event that information disclosed may be deemed harmful in nature to either party or another person.

**Other Duties**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. This includes any additional and all duties that are assigned by Administration.

**BENEFITS**

Subject to participation requirements,

* Free Meals (Breakfast and Lunch)
* Planning Time
* Health, Dental, and Vision packages
* PERA (Retirement contribution 21%)
* Life Insurance
* 4-day work week
* Opportunities for bonuses
* Popcorn and coffee in workrooms
* Flexibility in teaching
* Safe and secure new building

**SALARY**

Salary will be determined on the basis of job performance, adherence to school policies and procedures, the ability to meet or exceed duties per the position job description, and the achievement of performance goals within budgetary limits. SCA’s salary schedules can be found at sca.district70.org.