



## HERITAGE HEIGHTS ACADEMY

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Teacher
<b>POSITION STATUS:</b>	Full Time
<b>AGREEMENT TERM:</b>	Ten (10) Months

#### QUALIFICATIONS

<b>EDUCATION:</b>	An earned Bachelor's and/or Master's Degree from an accredited institution. Teachers must be highly qualified in compliance with all applicable State and Federal laws.
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#### EXPERIENCE

<b>REQUIRED:</b>	A minimum of two (2) years working in a school environment.
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#### SKILLS, KNOWLEDGE AND WORKING CONDITIONS

Outstanding customer service skills and an ability to effectively communicate with students of all ages and skill levels, families, and other external stakeholders as necessary. Strong organization skills, ability to multi-task, and manage time to meet frequently changing deadlines in a fast-paced environment. Must be professional and dependable, maintaining professional work behavior at all times. Must be able to lift up to 35 pounds without assistance in connection with the preparation and organization of the classroom and the assistance of children, including any potential emergency situations. Must be able to use a computer with basic proficiency and work both indoors and outdoors. Must be able to maintain physical and visual contact with children and see and hear well enough to keep children safe. Physical aspects will include, but are not limited to, walking, sitting, bending and stooping. Must maintain all required professional licensures and certifications and attend any required trainings as directed by the Principal. CPR and First Aid certification is required.

**REPORTS TO:** Principal

**STAFF SUPERVISORY RESPONSIBILITIES:** None

**POSITION GOAL:** Through a passionate and dedicated commitment to the success of each and every student, Teachers are responsible for implementing the Core Knowledge curriculum



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and creating a school environment that holds students to high academic and character standards while also supporting students to be able to achieve these expectations.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Teacher shall:

- Plan and deliver the Core Knowledge Curriculum.
- Assess, monitor and communicate student academic progress in core subjects.
- Maintain complete and accurate student academic and disciplinary records.
- Timely communication of standards, achievements and areas of growth or need to students, parents, and administrators.
- Maintain a safe and orderly classroom.
- Take part in an after school commitment each quarter.
- Cooperatively work with students, specialists, parents and administration in the development and implementation of individualized education plans, independent or small group study programs, and RtI plans.
- Model respect, personal responsibility, competence and honesty in every aspect of the job.
- Attend Board of Directors meeting once a semester.
- Perform other duties as assigned by the Principal.

By signing this job description, I am hereby stating that I have read and understood the duties, requirements and essential functions related to the above position.

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Employee's Name (Please Print)

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Employee's Signature

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Date