

MOLALLA RIVER ACADEMY

Elementary Teacher Job Description

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| **Job Title:** | Licensed Teacher |
| **Schedule:** | Monday-Friday 7:30AM – 4:00PMBegins last week of August |
| **Contract:** | 10 months |
| **Vacations:** | As listed in approved school calendar |
| **Reports To:** | Executive Director |
| **General Description:** | MRA is an arts and science K-8 charter school that provides students with an exceptional and unique educational experience. MRA offers specialized teaching utilizing thematic curriculum and project-based learning with high standards for academic achievement. Applicants must have a current Oregon Teaching Certificate and must be highly qualified to teach Elementary Students. |
| **Duties and Responsibilities**  |
| **Planning and Learning:*** Design culturally responsive lesson plans, aligned to state standards and thematic units.
* Define goals, objectives and assessment strategies for unit and daily plans.
* Sequence content and activities appropriately.
* Plan for differentiated activities to meet the needs of all learners.
* Develop effective classroom routines and structures to maximize learning.
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| **Classroom Management:*** Begin each day with a “soft start” and morning meeting; teach and reinforce school-wide expectations: We take care of ourselves; We take care of our spaces; We take care of our materials.
* Develop or select instructional activities that foster student engagement and encourage students to “wonder” about their learning.
* Utilize growth mindset language to create a classroom environment that is challenging and attainable.
* Foster student responsibility, appropriate social behavior, integrity, valuing of diversity, and respect for self and others.
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| **Delivery of Instruction:*** Present material clearly and explicitly, utilizing exemplars, vivid and appropriate language.
* Successfully reach all students by differentiating, scaffolding and using peer and/or adult helpers.
* Regularly involve students in engaging activities and discussions in which they are active learners and problem solvers.
* Use highly effective strategies, questions, materials, technology and groupings to boost the learning of all students.
* Adapt lessons and units to exploit teachable moments and correct misunderstandings.
* Consistently have students summarize and internalize what they learn and apply it to real life situations.
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| **Monitoring, Assessment and Follow Up:*** Posts and reviews clear criteria for proficient work, including rubrics/exemplars and ensures students understand expectations.
* Gives well-constructed diagnostic assessments and uses the information to guide instruction and/or interventions.
* Checks for understanding through a variety of methods; immediately addresses confusion or misunderstandings.
* Has students set ambitious goals, continuously self-assess, and take responsibility for improving performance.
* Frequently posts, publishes, or shares students’ work to celebrate progress and motivate and direct effort.
* Relentlessly follows up with struggling students, with personal attention, so they all reach proficiency.
* Works with team teacher or other colleagues to analyze student data to draw actionable conclusions and leverage student growth.
* Works with team teacher or other colleagues to reflect on what worked and what didn’t and continuously strives to improve instruction.
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| **Family and Community Outreach:*** Demonstrates sensitivity and respect for family and community culture, values, and beliefs.
* Shows parents an in-depth knowledge of their child and a strong belief they will meet or exceed standards.
* Provides teachers with clear, user-friendly learning and behavior expectations.
* Makes sure parents hear positive news about their child first, and immediately flags any problems.
* If assigned, homework is highly engaging and prompt feedback is provided.
* Deals immediately with parent concerns and makes parents feel welcome any time.
* Uses student-led conferences, correspondence, report cards and informal conversations to provide parents with helpful feedback on their child’s progress.
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| **Professional Responsibilities:*** Has perfect or near perfect attendance; complete necessary absence leave request form in timely manner or promptly notifies the office when an unplanned absence will occur.
* When communicating with parents or stakeholders, speaks and writes correctly and succinctly.
* Presents as consummate professional and observes appropriate boundaries.
* Is ethical, honest, and forthright, uses impeccable judgement, and confidentiality.
* Is an important part of the MRA community; promotes and encourages positive staff and school culture and climate.
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| **By signing this document, I acknowledge that I have read and received a copy of the responsibilities expected of me as a licensed teacher at Molalla River Academy.****Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |