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MOLALLA RIVER ACADEMY

Elementary Teacher Job Description

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| **Job Title:** | Licensed Teacher |
| **Schedule:** | Monday-Friday 7:30AM – 4:00PM  Begins 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. | |
| **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. | |
| **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. | |
| **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. | |
| **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. | |
| **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. | |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |