



Applicants, please send a resume, three references and a letter of interest to hire@choosepace.org. We require a current SLED check and TB test.

JOB DESCRIPTION

TITLE: Classroom Teacher

GENERAL SUMMARY

Under regular supervision, assists students in learning basic academic, social and developmental skills that will contribute to their development as mature, able and responsible men and women. This is a 195-day position. Reports to the Academic Director.

ESSENTIAL FUNCTIONS

- Collaborates with other members of the staff in planning instructional goals, objectives, and methods to develop a program of continuous progress consistent with PACE Academy goals and objectives to meet the needs, interests, and abilities of pupils
- Uses a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, etc., to transform lesson plans into learning experiences so as to best utilize the available time for instruction
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom
- Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports as required
- Communicates with parents through conferences and other means to discuss students' progress and interpret the school program
- Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers
- Assists in the selection and requisitions books and instructional aids and maintains required inventory records
- Administers standardized tests in accordance with state testing program
- Keeps abreast of changes in school policies and students' needs and interests
- Assesses the accomplishments of students on a regular basis and provides progress reports as required

Classroom Teacher

- Plans and supervises purposeful assignments for teacher assistant(s), substitutes and/or volunteers and evaluates their performance as required
- Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms
- Takes all necessary and reasonable precautions to protect students and to properly care for all property, equipment, materials, and facilities
- Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning
- Participates in school staff development programs as assigned by Academic Director
- Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Academic Director

GENERAL JOB FUNCTIONS

- Assist the Academic Director in providing an atmosphere conducive to learning and teaching
- Is punctual and maintains regular attendance
- Has the ability to plan, organize and prioritize daily assignments and work activities
- Maintains a clean and orderly work environment
- Assists in upholding and enforcing school rules, administrative regulations, and board policies
- Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures
- Operates a variety of equipment such as a computer, printer, typewriter, two-way radio, telephone, calculator, etc
- Presents a positive image of PACE Academy at all times
- Willingly performs other related duties as assigned

JOB SPECIFICATIONS

Education and Experience

Education and experience as required by state certification authorities.

Experience

Bachelor's degree in education, related or other field appropriate for a Charter school teacher in SC. Must possess ability to teach and communicate at an age-appropriate level for grade school children. Exposure gained through volunteer work and/or as part of higher education curriculum is acceptable. Must be authorized to teach for a Charter school in the state of SC.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Knowledge

- Knowledge of the methods, policies, procedures and activities of PACE Academy which pertain to the specific duties and responsibilities of the position
- Knowledge of the standards, regulations, and laws relating to educational activities

Classroom Teacher

- Knowledge of the records, forms and reports which must be prepared and maintained
- Knowledge of the materials and information which must be prepared for classroom instructional activities
- Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning

Skills/Effort

- Ability to provide instruction to students through explanation, demonstration and/or supervised practice
- Ability to supervise students and maintain order in various classroom and instructional activities and situations
- Ability to operate general office equipment in the performance of daily activities
- Ability to prepare lesson plans, tests, and instructional materials for classroom activities
- Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents
- Ability to communicate effectively with students and their parents, school staff, and all other groups involved in the activities of the job

Working Conditions

- Conducts duties in a school environment with some exposure to environmental conditions
- Requires ability to work under a degree of stress related to duties that require constant attention and working with students
- Physical demands include walking or standing and lifting/moving of items related to the job on a recurring basis
- Occasional local travel is required; overnight travel is not required
- Job requires the operation of standard office equipment

Responsibility

- Responsible for the supervision of students in the classroom and in out-of-classroom activities during the school day
- Responsible for classroom materials and supplies
- Supervises instructional assistants, substitutes and volunteers as assigned
- Responsible for completing assigned work within the deadlines in accordance with directives, policy, standards and prescribed procedures
- Responsible for attending and remaining at work regularly and adheres to policies and procedures regarding attendance, absenteeism and tardiness, providing adequate notice to administration with respect to vacation time and leave requests

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the school's policy on evaluation of certified personnel.

DISCLAIMER STATEMENT

This job description is not intended as an employment agreement or contract. Job duties may be altered at the discretion of the Executive Director at any time without notice.