

SECONDARY TEACHER– LAKE GEORGE CHARTER SCHOOL **Job Description**

Certified Teacher Salary Range: \$36,000--\$44,000 (\$26.14-\$31.95/hourly)

LOCATION: Lake George Charter School, Lake George, Colorado

SCHEDULE: School Year: early August-May; typically Monday-Thursday 7:30am-4:30pm; several Friday in-service days throughout the year. Full-Time Teachers, instruct up to 6 periods/classes daily, with at least one planning period.

JOB SUMMARY:

- Responsible for instructing students in a secondary school setting by creating lesson plans, implementing lessons and assessing student progress, in relation to subject matter and state standards, by establishing clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Assess student progress through regular review of student demonstration of academic understanding, while communicating *progress reports* and quarterly grades.
- Participate in semi-annual parent teacher conferences and monthly professional development.
- Collaborate with other secondary teachers around cross curricular planning, student achievements and behaviors and any individual and classroom management issues.
- Create a well-rounded, comprehensive instructional program which also attends to helping students build good character.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations. .
- Enforce administration policies and rules governing students.
- Use computers, audiovisual aids, and other equipment and materials.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Attend staff meetings, and serve on committees as required.
- Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
- Supervise, evaluate, and plan assignments for teacher assistants, para-educators and volunteers.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

MINIMUM QUALIFICATIONS: We are seeking a dynamic teacher who inspires students and who works collaboratively and creatively with colleagues in various ways. Candidates should be passionate about teaching and have a love for the students. • Bachelor's degree, and teaching certificate.

KNOWLEDGE, SKILLS, AND ABILITIES: • Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents. • Excellent verbal and written communication skills are required. • Promotes the use of multiple methods in solving problems, identifying more efficient strategies and generalizing principles to a broad variety of applications. • Encourages collaborative teamwork in the classroom, teaching students to communicate effectively and thoughtfully, justify their reasoning and to consider multiple perspectives when solving problems.