Position Title: High School English Teacher  
Department: UrbanPromise Academy

Reports To: UPA Principal  
Salary Range: $36,500 + Benefits

Position Summary:
The right person for this job will be someone with a passion for and demonstrated record of success at helping high school students develop a love for and a high degree of skill at reading and writing. The UPA’s small class size and family environment will allow this person to contribute to the lives of our students by building positive relationships with the students, differentiating instruction, and preparing students to be engaged citizens.

Essential Job Functions

1. Uphold UrbanPromise values (Faith, Innovation, Community, Holism) and demonstrate the character qualities of enthusiasm, flexibility, integrity, kindness, self-control, and perseverance.
2. Assess the English (primarily reading, reading comprehension, writing, grammar, and analytical ability) knowledge, skills, and abilities of students.
3. Build upon existing curriculum, develop individual lesson plans, and lead instruction in ways which build upon student interests and are responsive to the learning needs of a differentiated student population.
4. Develop and implement effective means to measure student learning, review and grade student work, document student progress, conference with parents/guardians. Regularly update the school’s management and information system with assignments and grades.
5. Clearly and consistently communicate, model, and enforce UPA behavior expectations; where needed, implement classroom specific policies and procedures all with a goal of maintaining a safe, welcoming, and positive learning environment.
6. Work with the 11th and 12th graders to help them build excellent personal statements for college and scholarship applications.
7. Participate in and seek out professional training and development opportunities.
8. Serve as a Huddle Coach (homeroom leader) for one grade level.
9. Maintain a clean, orderly, and organized classroom environment
10. Attend and actively participate in weekly staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
11. Participate in the employee performance evaluation process.

Essential Job Requirements:

EDUCATION  Bachelor’s degree in a relevant field. Secondary education teaching certification.

EXPERIENCE  At least two years of teaching experience with high school aged youth.
URBAN PROMISE MINISTRIES JOB DESCRIPTION

REQUIRED SKILLS  Excellent instruction and interpersonal skills.

PREFERRED SKILLS  CPR and First Aid Certification.

PHYSICAL REQUIREMENTS  The UPA includes an expeditionary learning component. Teachers are expected to perform duties and responsibilities of a physical nature. A physical examination by a medical doctor that includes proof of TB and Hepatitis test must be presented if hired.

Equal Opportunity Statement
UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission, and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer and encourages applications from individuals underrepresented in the Education sector, including people of color, and persons. All who believe they meet the stated qualifications are invited to apply. Applications may be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org

Last updated 2/1/2012

Job template form can be found on shared drive in HR folder labeled (HR forms)