

## **URBAN***PROMISE* MINISTRIES JOB DESCRIPTION

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Position Title: High School English Teacher Department: UrbanPromise Academy

Reports To: UPA Principal Salary Range: \$32,000

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### **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.

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### **Essential Job Functions (List the most important responsibilities of the position here):**

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 11<sup>th</sup> and 12<sup>th</sup> 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.
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### **Essential Job Requirements: (List position qualifications here)**

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.

REQUIRED SKILLS Excellent instruction and interpersonal skills.

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PREFERRED SKILLS    CPR and First Aid Certification.

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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.

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## ***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

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Employee Print / Signature

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Date

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Manager Print/ Signature

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Date

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## **Human Resources Approval/Comments:**

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Authorized Human Resources Signature

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Date