

Job Description

JOB SUMMARY:

Teachers, under the direction of the Principal, provide educational services as assigned, to promote the effective operations of the school in compliance with the educational, financial and other operational laws and procedures established by Nevada law and Coral Academy of Science Board of Directors.

DUTIES AND RESPONSIBILITIES:

Teachers provide professional leadership for the school, which secures its success and improvement, ensuring high quality education for all its students and improved standards of learning and achievement.

Curriculum and Instruction

As a member of the Coral Academy of Science Team, the teacher will:

1. Teach the assigned subject in accordance with the state standards and consistent with the philosophy, values, and mission of the school.
2. Apply sound principles of learning theory in developing instructional models that are of high quality for all students while interpreting and implementing best practice instructional programs.
3. Demonstrate depth of knowledge in curriculum frameworks and in the latest instructional methodology, and initiate the use of new teaching methods and materials.
4. Maintain and promote high standards and expectations for all students for academic performance and responsibility for behavior.
5. Establish a professional rapport with students that earns their respect while respecting the values of the students and aiding in their educational formation.
6. Work with the school counselor and special education coordinator to ensure proper accommodations are met for individual students.
7. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
8. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
9. Maintain accurate attendance and grade book records.

Student Services:

As a member of the Coral Academy of Science Team, the teacher will:

1. Supervise the safety and welfare of students.
2. Participate in disaster preparedness and safety information programs.
3. Implement school policies and administrative regulations pertaining to student discipline.
4. Participate as assigned in the school Discipline Committee.
5. Participate in the process of recommending students for support programs (i.e., special education, reading specialist program, and Title I).
6. Participate in special education and 504 meetings.

Finance and Business Management:

As a member of the Coral Academy of Science Team, the teacher will:

1. Maintain records and submit reports as required in a timely manner.
2. Support the Principal in the management of the budget allotted to the school by eliminating waste and practicing frugality in the use of supplies.
3. Provide safe and clean learning and working environments at the school, participating in supervision of the maintenance and care of buildings and grounds.
4. Contribute to meetings as necessary for the proper functioning of the school.
5. Operate electronic and other equipment needed to carry out job functions and responsibilities.
6. Attend required staff meetings and serve, as appropriate, on staff committees.
7. Perform related duties and responsibilities as requested by the Principal.

School and Community Relations:

As a member of the Coral Academy of Science Team, the teacher will:

1. Establish and maintain good school-community relations.
2. Demonstrate effective oral and written skills in communicating with students, staff, community, district personnel and Board members in a timely, clear and appropriate manner.
3. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
4. Encourage and work with the PTA that supports the efforts of the school.
5. Use excellent written and oral English skills when communicating with students, parents, and colleagues and answer correspondence promptly.
6. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
7. Adhere to Nevada law, State Board of Education rules and regulations, Washoe County Board of Education policies and regulations, and contractual obligations.
8. Abide by the established rules, regulations, and policies of Coral Academy as contained in the personnel handbook, student handbook and policies and procedures.

EMPLOYMENT STANDARDS:

Education:

Bachelor's degree required with a concentration in education, curriculum or teaching specialty; Master's degree preferred.

Experience:

Prior teaching experience in grades K-12 preferred; demonstrated leadership abilities.

Credentials:

Must have a valid Nevada Secondary (7-12) teaching license.

Knowledge and Abilities:

Possesses a thorough and current knowledge of curriculum and effective teaching practices and group dynamics; successfully demonstrates competence in human relations, communicates effectively orally and in writing, is proficient in supervision, exercises good leadership skills, establishes a school climate conducive to goal accomplishment and loyally supports the Coral Academy of Science educational philosophy, good knowledge of charter school concept.

BENEFITS

Public Employment Retirement System;

Five days approved sick leave annually, non-accruable beyond contract term;

Three personal days annually, non-accruable beyond contract term;

Basic medical insurance for employee;

Workman's compensation coverage;

Unemployment compensation coverage.

Please refer to our personnel handbook for more information at

www.coralacademy.org/files/personnel.pdf