



EMPOWER
COLLEGE PREP

Job Description

1. General Job Title: Co-Curricular Teacher	2. Original Date: February 19, 2019
3. Location: Empower College Prep	4. Revised Date: March 18, 2019
5. Department: Program-Instruction and Culture	
6. Basic Function and Scope of Responsibilities: Empower College Prep Electives & Specials Teacher will be committed to the mission and values of Empower College Prep. This teacher is responsible for building a strong classroom culture and ensuring your scholars' academic success. The Electives & Specials Teacher is responsible for teaching and developing the Core Values as well as the specific content area(s) based on standards to each scholar in his/her classroom(s).	
7. Principal Responsibilities: <ul style="list-style-type: none"> • Provide daily instruction in a safe, inclusive classroom through research-based instructional practices and grade assignments and provide regular feedback to students. • Develop curriculum and lessons through the revision of projects, focus areas, assessments, and unit and lesson plans. • With humility and perseverance, continually increase effectiveness of your individual practice and your team's performance in ways aligned to the organization's vision, mission, and values. • Build partnerships with families through regular contact via text messages, emails, phone conversations, and in-person meetings. Log those communications regularly in DeansList. • Reflect on instructional practices, data, and curriculum individually and in collaborative groups and attend professional development and learning communities. • Perform other job-related duties as assigned, such as weekend or after school events. Supervise students outside of the classroom setting and attend events such as athletic games, dances, Open Houses, and project expos. 	Percentage of Time 60% 10-20% 10% 5-10% 3-5% 2-5%
8. Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily.	
<input type="checkbox"/> High School Diploma or GED	

- Vocational School or some college courses
- Associate's Degree, Trade or Technical School
- Bachelor's Degree in related field-**required**
- Master's Degree in related field-**preferred**
- Doctoral Degree in related field

List specific examples of degree(s) and/or area(s) of study denoting (R) if required or (P) if preferred:

- Specific degree in this field: Bachelor' Degree (R), Master's Degree (P)
- Specific area of study in this field: Education

9. Certifications/Licensure, Training, Skills, Knowledge and/or Experience: List specific examples, denoting (R) if required or (P) if preferred

- Specific certifications/licensure in this field:
 - *Identity Verified Prints (IVP) Fingerprint Clearance Card (R)
 - *Must meet minimum requirements to be considered Highly Qualified status as defined by federal regulations (R)
- Specific training courses in this field:
 - *SEI certification or endorsement (R)
- Specific skills related to this position:
 - *Managing multiple projects and multi-functional teams in a fast-moving environment driving towards results that meet and exceed expectations.
 - *Excellent communication and interpersonal skills, both verbal and written, to explain, encourage, inspire, and forge transformational partnerships with scholars, staff, families, colleagues, and community members.
 - *Capable of proactively monitoring progress toward goals.
 - *Instructional leadership and coaching. (P)
- General experience in this field: 2 or more years teaching experience with history of achievement that is substantially higher than state and/or national average (R)

10. Authority:

Decision Making

What is the nature of the direct supervision that is provided to the incumbent of this position?

- Direction is given; strong problem-solving and judgment, and moderate to strong collaboration are required to achieve objectives.

Financial Authority

- May participate in management of grade-level instructional budget

11. Describe the impact of not carrying out duties or creating errors in the principal responsibilities of this position

- Performance that does not meet expectations in this position may result in inadequate talent in the organization, children being unsafe, and/or receiving an inadequate education and the loss of revenue from families who leave the school and from donors who lose faith in the ability of the school to fulfill its mission.

12. Leadership Responsibility: Please select from the list below.

No leadership responsibility

Provides guidance, leadership, or training to other employees (no direct supervision)

Directly responsible for leading non-exempt, clerical, or office administrative personnel

Directly responsible for leading exempt, professional, or technical employees

Directly responsible for leading leadership/management employees

13. Organizational Structure

Job Title this position reports to: School Director

Job Titles directly reporting to this position: None

Job Titles indirectly reporting to this position: None

14. Position Type and Expected Hours of Work

Full-Time or Part-Time: Full-time

Regular or Temporary: Regular

Typical Work Hours: Responsible for supporting grade-level team to quality work and excellent academic results. May require some work on evenings and weekends.

Local/Domestic/International Travel and Percentage of Time: Limited to occasional conferences and university trips in Spring

Telecommuting: Limited

Use of Company Vehicle: Not applicable

15. Working Conditions and Physical Demands: Please select from the list below.

CLASSROOM, INSTRUCTIONAL/CULTURAL MANAGEMENT - Typical Classroom Environment:

- Requires extensive standing and walking to monitor scholar work, observe classrooms, and/or respond quickly to needs in classrooms.
- Requires lengthy periods of analytical reading of curricular planning and student work, both digitally and printed versions.
- Requires use of personal computer, phone and general office equipment (i.e. copy machine, scanner, etc.).
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone. Requires extensive communication with various stakeholders, including scholars, families, administration, and potential donors.

OFFICE - Typical Office Environment: (Accountant, Administrative Assistant, Coordinator)

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 35 pounds unassisted.
- May be required to lift over 35 pounds using assistive device and/or team lift.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.

□ OPERATIONS - Typical Facilities/Maintenance/Outside Services Environment: (Facilities, Tech, etc.)

- Able to stand, climb, stoop, bend frequently; positions require considerable physical activity.
- Required to lift up to 35 pounds unassisted.
- Required to lift up to 75 pounds with assistive device and/or team lift.
- Able to use proper body mechanics to lift supplies and equipment and push carts and dollies weighing up to 500 lbs.
- Requires ability to tolerate exposure to conditions which may include chemicals, bio-hazardous materials, dirt, dust, fumes, smoke, heights, high temperatures and/or confined spaces.
- Work may be done in uncomfortably high temperature and humidity, sometimes on wet surfaces.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Must wear protective clothing as required.
- May be required to travel to various locations.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.

16. Disclaimer: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. Empower College Prep reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and job titles as it deems necessary to meet the needs of the organization.

17. Signature of Receipt: Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____

Printed Name: _____

Date: _____