



### **Teacher Job Description:**

- Demonstrate mastery of all state academic standards and competencies
- Demonstrate mastery of all twelve of the teacher practices benchmarks for the 21st century at the professional and eventually the accomplished level
- Foster students' achievement gains from baseline assessment levels to be evident in pre/post test comparison results, standardized test scores, and portfolios
- Maintain student portfolios
- Demonstrate consistent attendance and punctuality
- Demonstrate efficiency and oral and written proficiency
- Pursue further education and supplemental credentials
- Maintain and promote a safe learning environment
- Promote problem-solving skills and character education
- Promote and enforce Code of Conduct
- Continually assess students' development (psychological and academic) through clearly defined rubrics
- Establish, maintain, assess, and (if needed) modify individual student progression plans
- Identify those students who exhibit exceptional thinking styles and behaviors and implement and/or accommodate those exceptional needs
- Attend parent/teacher meetings and conferences
- Initiate opportunities for professional development
- Initiate and present innovative ideas for special projects, school functions, field trips, extracurricular activities, and clubs
- Document attendances, accidents, incidents, parent phone calls, conversations, and conferences
- Work as partners to create behavior modification plans
- Follows adopted policies and procedures of the school
- Conducts him/herself in the best interest of students and the school, in accordance with the highest standards pursuant to the school's mission and governing principles
- Performs other duties as assigned



**Teacher/Reading Interventionist Job Description:**

- Develop English curriculum to meet developmental goals and instructional activities.
- Hold English/writing lab sessions for additional English help that provides a positive environment for learning based on each student's level.
- Demonstrate mastery of all state academic standards and competencies
- Demonstrate mastery of all twelve of the teacher practices benchmarks for the 21st century at the professional and eventually the accomplished level
- Foster students' achievement gains from baseline assessment levels to be evident in pre/post test comparison results, standardized test scores, and portfolios
- Maintain student portfolios
- Demonstrate consistent attendance and punctuality
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- Performs other duties as assigned



**Teacher/Math Interventionist Job Description:**

- Develop math curriculum to meet developmental goals and instructional activities.
- Hold math lab sessions for additional math help that provides a positive environment for learning based on each student's level..
- Demonstrate mastery of all state academic standards and competencies
- Demonstrate mastery of all twelve of the teacher practices benchmarks for the 21st century at the professional and eventually the accomplished level
- Foster students' achievement gains from baseline assessment levels to be evident in pre/post test comparison results, standardized test scores, and portfolios
- Maintain student portfolios
- Demonstrate consistent attendance and punctuality
- Demonstrate efficiency and oral and written proficiency
- Pursue further education and supplemental credentials
- Maintain and promote a safe learning environment
- Promote problem-solving skills and character education
- Promote and enforce Code of Conduct
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### **Teacher - SPED Job Description:**

- Overseeing / managing a caseload of special education students and the implementation of their IEP plans
- Providing delivery of both special education instruction and services as listed on IEPs
- Ensuring compliance by the school with all local and Federal laws and regulation relating to students with IEPs and students referred to special education.
- Ensuring that services provided by contractual personnel are of high quality, provided in the LRE, and are aligned with students' IEPs
- Creating and implementing IEP's in ENRICH for students with disabilities
- Scheduling and holding IEP meetings
- Completing quarterly IEP progress reports and providing quarterly IEP progress reports to parents/guardians.
- Maintaining student files (paper and electronic) according to school and district standards.
- Providing staff training and assistance to teachers, related service providers and support service professionals on all aspects of student needs and implementation of accommodations
- Maintaining data systems that includes: student information related to IEP goals and accommodations, service hours, and timelines for evaluations and meetings.
- Gathering and reporting data for all requirements concerning students with IEPs as required by the district
- Working with related services as needed to provide services outlined in the student's IEP
- Attending trainings and keeping up with monthly webinars with current



### **Mental Health Counselor Job Description:**

- Coordinate mental health services and prevention efforts
- Identify students with potential concerns and check-in often
- Oversee comprehensive supports for students with mental health challenges, chronic stress, and trauma
- Work with administration and families to promote self-esteem, healthy relationships, and stress management
- Create and present mental health presentations for students, faculty and staff (ex. anti-bullying, signs to identify mental health concerns, etc.)
- Provide assistance with MTSS
- Provide a safe, thriving, and respectful environment for all students in the classroom and on the school campus.



**Student Concern Specialist – School Safety Supervisor Job Description:**

- Work with administration to identify students of concern
- Mentor for students
- Tutor students needing extra help or coordinate tutoring services
- Responsible for identifying appropriate services for at-risk students
- Supervise students in common spaces daily to monitor access points
- Support role for teacher and classroom needs
- Cover classes as needed
- Relationship building for restorative discipline practices
- Walk around building, parking lots and carpool to insure safety of students
- Look for ways to improve security of building and discuss with Administration
- Provide a safe, thriving, and respectful environment for all students in the classroom and on the school campus



**Learning Loss Intervention Specialist Job Description:**

- Provide individual or small group instruction to students who are struggling academically
- Monitor and measure student progress
- Establish individual specific ways to keep student engaged and on track
- Design instruction materials to specifically help students learn more effectively
- Report progress (struggles and accomplishments) to administration and teachers
- Communicating student progress and performance to staff
- Implementing protocols for students to succeed
- Provide a safe, thriving and respectful environment for all students in the classroom and on campus.



**Assistant Principal Job Description:**

- Assist in the planning, development, organization, coordination, and supervision of instructional programs and activities
- Interprets and implements the District approved curriculum program in light of individual school needs.
- Promote and enforce Code of Conduct
- Assist in providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school.
- Assist the principal in the overall administration of the school and assumes leadership of the school in the absence of the principal.
- Assist in the supervision of student enrollment, records, attendance and health requirements.
- Develop plans for emergency situations in cooperation with staff and public safety agencies.
- Maintain a commitment to ongoing growth in self and others, supporting and participating in district and site professional growth.
- Relate to student with mutual respect while carrying out a positive and effective discipline policy.
- Supervise the reporting and monitoring of student attendance and follows up with student/parent as needed.
- Maintain knowledge of local, state and federal policies and laws relating to minors.
- Provide a safe, thriving and respectful environment for all students in the classroom and on campus.
- Demonstrate consistent attendance and punctuality
- Demonstrate efficiency and oral and written proficiency
- Perform other related duties as needed.





### **Diversity Coordinator/Interventionist Job Description:**

- Diversity: Responsible for overseeing school's efforts in diversity, inclusion, equity and justice. Participate in student recruitment and retention. Work with administration to identify opportunities to advertise school in target areas
- Behavioral concerns/teacher support: Identify appropriate services for at-risk students and work with teachers/administration to support students. Relationship building for restorative discipline practices. Help with tutoring efforts. Supervise students in common spaces daily to monitor behavior and cover classes to become familiar with students and behavioral concerns.
- Mentor/Academic Support: Manage the connection of volunteer and community resources to surround students with a community of support, empowering them to stay in school and achieve in life. Relationship building/mentoring for restorative discipline practices. Help with tutoring efforts.
- Provide a safe, thriving, and respectful environment for all students in the classroom and on the school campus.