

## Moencopi Day School

### POSITION DESCRIPTION

<b>TITLE:</b>	<b>Certified Teacher</b>
<b>EMPLOYMENT:</b>	School Year (Exempt)
<b>SUPERVISOR:</b>	Chief School Administrator
<b>ADHERENCE TO:</b>	Hold a firm belief and commitment to MDS philosophy, vision and mission.

### QUALIFICATIONS

- Required valid appropriate Arizona Standard Elementary Teacher Certificate; must meet all NCLB requirements; endorsements in Early Childhood and Bilingual or SEI;
- Required two (2) years teaching classroom experience at the elementary level; successful track record of high levels of student achievement; demonstrated effective classroom management skills;
- Extensive experience with standards-based instructional planning and lesson delivery; knowledge of and experience with AZ state standards;
- Knowledge of and experience with statewide assessment requirements; ongoing assessment strategies and data gathering, maintenance and use of data to guide instruction;
- Demonstrate a comprehensive knowledge of the computer education areas and have excellent experience in teaching and working with students in the field.
- Required experience with diverse populations, specifically Native American;
- Experience with teacher collaboration teams or teamwork must;
- Computer literate (Interactive Boards) and experience with technology based assessments;
- Required valid Driver's License, First Aid/CPR Certificate;
- Must pass Federal, State, and Local background check.
- Excellent communication skills; ability to communicate and work well with staff, students, parents, and community;
- Hopi/Native American Preference;

### RESPONSIBILITIES

#### CURRICULUM AND INSTRUCTION

- **CURRICULUM.** Know and be guided in the curriculum guide of the school. Knows and uses clearly articulated learning targets – one that are vigorous concepts, generalizations or procedures rather than only statements of daily classroom objectives. Know the Arizona State Standards and the alignment to the instruction and assessment components.
- **LESSON PLANS.** Maintains a daily lesson plan. Completes daily lesson plans and submits for approval with the specified time. Plans and uses instructional strategies (Differentiated Instruction & Sheltered English Instruction) that will address the needs of diverse learners- special needs and ELL.
- **OBJECTIVES.** Establishes and communicates to students well-defined objectives for each lesson, including related projected and activities. Knows how to plan instruction in a manner that maximizes student learning for the diverse learner- Special Needs and ELL students;
- **INSTRUCTION.** Be responsible for an instructional program and the use of teaching methods which consider the Special Needs and ELL needs, interest, abilities and maturity levels of the students.
- **ASSESSMENT.** Uses a range of assessment methods to clarify the student's, status, specifically the Special Needs and ELL, relative to the learning targets and generate the necessary data or information to help the learner achieve these targets.

- Evaluates and provides individual student progress on regular basis and keep requisite records. Justifies promotions, retentions and special program recommendation;
- Administers technology based assessment; analyzes and uses assessment data to develop instruction and monitors student progress;
- **PARENT CONFERENCES.** Meets the parents as required advising them concerning student needs and progress;
- Be responsible for the supervision of students at all times;
- Keeps records of student attendance, tardiness and other attendance issues;
- Be responsible for enforcing school approved discipline plan;
- Identifies and refers unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student;
- Knows and follows school regulations regarding emergency and safety procedures;
- Responsible for performing those duties which protect the health and safety of students and employees;
- Will spend additional time with MDS students within and outside classroom to reach AYP;
- Will be in daily attendance of 90% or better on a monthly basis.

**OTHER REQUIRED RESPONSIBILITIES**

- Attends staff meetings and all required school in-service program activities;
- Serves on committees as requested;
- Be responsible for discharging instructional and non-instructional school-related activities (i.e. playground and lunch room duty);
- Supervises, plans for and provide work assignments to assigned instructional assistants;
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment;
- Be responsible for following accountability procedures; knows and observes Board Policy and Procedures;
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of classroom;
- Remains in school after dismissal of students, as necessary to complete daily duties, attend teacher and committee meetings and hold parent conferences;
- Will make collaborative efforts to assist in reaching school improvement goals.
- Provides Quality Customer Service;
- Performs other duties as assigned.

**ACKNOWLEDGEMENT**

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

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NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR NAME

\_\_\_\_\_  
DATE