



## ENCORE TEACHER JOB DESCRIPTION

**Educational Requirements:** Bachelor's Degree or Higher; Colorado Licensure preferred, Gifted Education Endorsement preferred

All teachers must meet the requirement of a "highly qualified teacher" as mandated by law. Requirements are as follows:

- A. Must have obtained a Bachelor's degree or higher;
- B. Must have demonstrated competency in the core academic subject area(s) that he/she teaches by passing a content area test or enough hours to be equivalent to a major (24 semester hours). The core academic areas are English; Reading or Language Arts; Mathematics; Science; Foreign Languages; Social Studies (Civics, Government, Economics, History, Geography); the Arts (visual arts, Drama, Music).
  - ≈ Must be "highly qualified" under an elementary model to teach *all* of the subjects, including those at the 6<sup>th</sup>-8<sup>th</sup> grade levels.
- C. The 3rd requirement, as mandated for public school employees, is state certification. As a charter school, AcademyACL has waived the requirement for state certification in order to provide its students with access to excellent teachers who are otherwise highly qualified. **AcademyACL will have preference for teachers who hold Colorado licensure and gifted education endorsements.**

Candidate should have concentrations, research, and/or experience in:

- Curriculum & Instruction
- Gifted Education
- Art, Music, Spanish or Physical Education, as applicable

**Position Start Date:** August 3, 2011

**Pay Periods:** bi-weekly/monthly

## **Curriculum Training Dates:** *TBD*

**Reports To:** The Encore Lead Teacher, the Academy Director

**Direct Reports:** All classroom teachers report up through a structure of Lead Teachers/Team Leaders for Divisions, Specialized Student Services, and Finance and Operations. The Academy Director determines the appropriate structure, such as Teaching Teams for Divisions I, II, and III; Divisions IV and V; Encore Team; Student Support Team, and Office Team.

**Job Summary:** The Encore Teacher is entrusted with the education and support of students in his/her homeroom classroom as well as additional students who transfer to his/her class for a particular subject or time period as appropriate. Encore Teachers are also expected to build relationships with other students in the teaching team and within the school as appropriate, and to implement and support other teachers in the mission of the Academy. Encore Teachers are expected to contribute to a positive and effective school climate that supports academic achievement and the needs of the whole child.

**Art.** The role of the Art Teacher at AACL is particularly important in meeting the needs of creative learners. The Art Teacher will use Colorado and national art standards as a basis for integrating with the thematic units of each division so that students cover the artwork and techniques of each time period. Additionally, he/she is expected to continually monitor for creatively gifted students; integrate techniques particularly helpful for visual-spatial learners; and share those techniques with the rest of the staff.

**Spanish.** The role of the Spanish Teacher at AACL is particularly important for providing a challenging curriculum for *all* students. The Spanish teacher will use foreign language standards to systematically work through Spanish vocabulary and sentences structures with the AACL curriculum. Additionally, the Spanish Teacher is expected to team-teach with other Encore Teachers, Classroom Teachers, and other staff in the mornings; to use research-based strategies for effective instruction in his/her classroom; and to provide support for English Language Learners in the building as appropriate.

**Music.** The role of the Music Teacher at AACL is especially important for the integration of various disciplines and the powerful impact that music plays in the lives of people on a daily basis. The Music Teacher will continually monitor for musically gifted students and will work with all students, using the Colorado model content and national standards as a framework to implement AACL curriculum. Additionally, the Music Teacher is expected to team-teach with other Encore Teachers, Classroom Teachers, and other staff in the mornings, and to use research-based strategies for effective instruction in his/her classroom.

**Physical Education and Health.** The role of the Physical Education and Health Teacher is especially important for AACL's mission to support the needs of the whole child and provide additional ways to maintain health and build positive coping skills and manage stress levels. The Physical Education and Health Teacher will coordinate ideas for physical activity time with teachers, use health education standards to promote good habits based on brain development studies, and will focus on the systems, rules and means of various athletic activities during

specified P.E. times. Additionally, the Physical Education and Health Teacher is expected to team-teach with other Encore Teachers, Classroom Teachers, and other staff in the mornings, and to use research-based strategies for effective instruction in his/her classroom.

All Encore teachers are expected to be advocates and mentors for their specialty area and to encourage and support the integration of AACL curriculum. They will team-teach with classroom teachers on a rotating schedule in the mornings. They will have focused time with students in the afternoon and may choose to team-teach with each other as well, when appropriate for a particular unit of study. Additionally, they may provide after-school enrichment classes and as such, might be provided the opportunity by the Academy Director to use flex time such as arriving at school at 8:30 rather than 7:40 so that they can stay until 4:00 rather than 3:30 to provide such an enrichment class.

Within these broad areas, and working with the educational and administrative structure of the Academy, the Encore Teacher position will include the following responsibilities:

**Leadership:** Responsible for his/her classroom instruction and supporting other staff within his/her Team of teachers

- **Contribute** to a shared vision for academic and operational excellence
- **Challenge** systems, processes, ideas and methodologies that are not working for the needs of children in positive and productive ways
- **Enable** fellow teammates, students, families and others to act in positive and productive ways
- **Encourage** and support fellow teammates, families, students, and others as they contribute to the mission of the school
- **Communicate** effectively and positively in both written and oral forms with the Academy Director, Teaching Team, Parents, Administrative Staff and the Community
- **Demonstrate** a passion for gifted education as well as the needs of *all* students to receive individually challenging and supportive instruction

**Area of Excellence: *Student Achievement*** measures the purpose of AACL as an academic home designed for students to surpass state academic standards necessary for successful adult life and further educational goals, and includes the elements of personal learning plans, tracking student data, adjusting instruction according to the data, actual student progress, and social-emotional growth of students.

*Academic Excellence:*

- Responsible for facilitating, monitoring, and supporting the alignment and implementation of the Response to Intervention process to maximize student support and achievement within the unique design of AACL
- Responsible for implementing AACL curriculum with vertical and horizontal alignment between Divisions and teammate's classrooms
- Responsible for using research-based instructional methodologies and techniques as outlined by AACL
- Responsible for using accurate testing procedures as appropriate and developing continual improvement of student academic performance

- Responsible for showcasing the academic performance of his/her students
- Responsible for team-teaching with Encore, student support teachers, and other faculty as appropriate

**Area of Excellence: *Financial Health*** measures the fiscal health of AACL as a sustainable program and includes the school budget, volunteer support and hours collected, contributions and donations received, and conservation of resources such as time, materials, and energy.

*Finance and Accounting:*

- Responsible for supporting the conservation of resources in his/her classroom and relevant areas of the building
- Responsible for recording and reporting volunteer hours provided from self and from outside volunteers
- Responsible for supporting the fundraising activities of the Academy as appropriate

**Area of Excellence: *School Design*** measures nine critical elements that meet the mission of AACL, based on its *Values*: awareness of student-need, family partnerships, staff teamwork and expectations, professional development, curricular programming, instructional and differentiation techniques, integration of technology, classroom management and safety, and community connections.

*Human Resources:*

- Responsible for developing one's own professional development plan and contribute to the growth of other faculty
- Responsible for encouraging and inspiring Team Members and other faculty in general

*Development:*

- Responsible for contributing ideas for the AACL development plan

*Learning environment:*

- Responsible for using and supporting appropriate decorum throughout the building
- Responsible for maintaining the secure, safe educational environment of classroom, hallways, playground, and related areas
- Responsible for supporting the Lead Team in the assignment of students to classes
- Responsible for Level I student discipline within the classroom and supporting the discipline process in other Team classrooms
- Responsible for maintaining positive and effective parent communication channels (newsletter, message boards, etc.)

*Facilities:*

- Responsible for supporting maintenance of the classrooms on Team and general use areas in the building; may be asked to support simple maintenance on school grounds on a rotating basis
- Responsible for maintaining a safe, comfortable environment

- Responsible for maintaining cleanliness procedures in line with the Academy's disease prevention guidelines
- Responsible for maintaining an accurate inventory of materials in classroom

*Management Information System:*

- Responsible for using appropriate use of software for the educational process
- Responsible for supplying information necessary for reports due to Colorado Springs District 11 and the Colorado Department of Education
- Responsible for using technology for instruction, assessment, communication, and Quarterly Learning Reports

*Accreditation:*

- Responsible for meeting applicable requirements for the Colorado accreditation process

**Area of Excellence: *Customer Satisfaction*** measures the degree to which the AACL program is creating positive relationships with students, families, staff, and the community.

*Parent Communications:*

- Responsible for working with the Family and School Association (Parents of the Academy for Advanced and Creative Learning, PAACL) representatives to build the school community
- Responsible for meeting with parents and establish 'office hours'
- Responsible for developing a warm, positive, and appropriate relationship with the students and parents
- Responsible for making appropriate use of parent volunteers

**Area of Excellence: *Strategic System Growth*** measures the progress that AACL is making towards becoming a solid program with a reputation in the community for excellence, and includes data on student attendance rates, turn-over and mobility; family conference attendance rates; teacher attendance rates and turnover; public relations and student enrollment; and strategic planning goals.

*Student Recruiting and Retention:*

- Responsible for maintaining accurate documentation/files of students
- Responsible for developing and updating of the AACL curriculum map for his/her specialty
- Responsible for collecting and reporting accurate data for student records

*Other Responsibilities:*

- Responsible for supporting and representing the mission of the Academy to the community
- Responsible for attending and supporting occasional after-school community building activities
- Responsible for supporting the additional work of any committee(s) to which he or she is assigned

**Physical Requirements:** This job requires a high activity level that includes movement throughout the building; active involvement with student activities including jogging, dancing and jumping; support for janitorial tasks as needed (including things such as cleaning tables, vacuuming, and light lifting of boxes with classroom materials); and personal contact with children who may be seated on the floor or at low tables.

**Other Position Requirements:**

This is a ten-month position that will require more than 40 hours per week, on an at-will employment basis. Full-time teachers are required to be on-campus from 7:40 a.m. to 3:30 p.m., with the addition of staff meetings, family-teacher conferences, and any applicable off-campus meetings or trainings during or beyond the regular school day. No extended travel will be required; however, attendance at state (CAGT) and national (NAGC) conferences on gifted education is helpful. Local travel may be required to attend additional trainings.

**Compensation and Benefits Available:**

Starting Salary begins at \$31,000, with additional consideration depending on qualifications.. Benefits include dental insurance, health insurance, Public Employees Retirement Association membership (PERA), professional development opportunities, holidays, sick leave, and vacation time. Opportunities for flex time (outside contact hours with students) may be available at the discretion of the Academy Director, particularly to support and encourage after-school enrichment activities facilitated by Encore staff. A Stipend of \$ \_\_\_\_\_ or more, depending on qualifications, is available for the following additional responsibilities: Lead Teacher, Gifted/Talented Facilitator, and English Language Learner Facilitator. Full-time staff are eligible for free before- and after-school care as available. The Academy Director, in coordination with the Business Manager, will allocate additional stipend and bonus monies for teachers, as described in the Employee Handbook.

**Job Description Approval**

Position: **Encore Teacher**

Dated: \_\_\_\_\_

I have reviewed and understand the above Job Description, believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that the Academy Director or Board of Directors retains the right to change this job description at any time.

This Job Description is effective until revised and properly approved.

\_\_\_\_\_  
Encore Teacher

\_\_\_\_\_  
Date

---

Academy Director

---

Date