



**Legacy of Excellence, Inc.**  
Benjamin Franklin Elementary/Middle  
Mathematics and Science School

## JOB DESCRIPTION

Title/Category	Teacher / Teaching Staff
Location/Division	Jefferson Campus / Curriculum
Report To	CEO & Principal

EXEMPT ☒

NON-EXEMPT ☐

FULLTIME ☒

PART-TIME ☐

### SUMMARY:

The PreK-5<sup>th</sup> teacher is responsible for providing an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth in accordance with district and school policies and in alignment with the vision and mission of Legacy of Excellence, Inc.

### DUTIES & RESPONSIBILITIES:

#### Designing and Planning Instruction

- Establishes measurable and explicit goals aligned to state content standards.
- Selects, develops, or modifies activities, materials and assessments that:
  - are aligned to state standards.
  - are sequenced from basic to complex.
  - build on prior student knowledge.
  - are relevant to student's lives.
  - integrate other disciplines.
  - provide appropriate time for student work, reflection, and lesson and unit closure.
- Designs, plans and prepares work that is appropriate for the age, knowledge, and interests of all learners.
- Designs, plans and prepares regular opportunities to accommodate individual student needs.

#### The Learning Environment

- Establishes high and demanding academic expectations for every student.
- Maintains a welcoming, positive, organized, and safe learning environment.
- Optimizes instructional time, teaching more material, and demanding better performance from every student.
- Uses appropriate student behavior management techniques (to include clear rules for learning and behavior) which results in students who are consistently well-behaved, and on task.
- Manages materials and equipment effectively in which supplies, equipment, and resources are easily and readily accessible.
- Provides instruction on safety procedures and proper handling of materials and equipment.
- Establishes a kind, considerate, and respectful culture in which teacher-student/student-student interactions demonstrate caring and respect for one another.

#### Instruction

- Teaches two or more types of thinking: analytical, practical, creative, or research-based.
- Provides opportunities where students: generate a variety of ideas and alternatives, analyze problems from multiple perspectives, and monitor their thinking.
- Implements activities that teach and reinforce several problem solving types: abstraction, categorization, drawing conclusions, predicting outcomes, observing/experimenting, improving solutions, identifying relevant/irrelevant information, generating ideas, and creating/designing.
- Provides consistent oral and written feedback which is focused, frequent, and high quality during guided practice and homework review. Feedback is used to monitor and adjust instruction.

- Designs grouping which consistently maximizes student understanding, holds all students accountable, accomplishes the goals of the assignment, and allows for student reflection and evaluation.
- Displays extensive content knowledge of all subjects he/she teaches.
- Demonstrates understanding of students' learning difficulties, interests, and cultural heritage.
- Uses differentiated instructional methods and content.
- Uses varied, high quality questions and a balanced mix of question types: knowledge and comprehension, application and analysis, and creation and evaluation.

### **Intervention/Direct Services**

- Demonstrates the knowledge and understanding of appropriate techniques and strategies for teaching students from diverse backgrounds, or with special needs, different learning styles, and a need for accommodations.
- Provides appropriate modifications for students with special needs, including exceptional education students and students who have limited English proficiency.
- Uses appropriate materials, technology, and resources to help meet learning needs of all students.
- Recognizes overt indicators of student distress or abuse and takes appropriate intervention, referral, or reporting actions.

### **Assessment/Evaluation**

- Interprets and uses data, including but not limited to standardized and other test results, for diagnosis, instructional planning, and program evaluation.
- Designs and uses assessments which are aligned with state content standards.
- Designs and uses assessments that have clear measurement criteria to include descriptions of how assessment results will be used to inform instruction.
- Designs and uses assessments to measure student performance in more than three ways; and require extended written tasks.
- Carries out responsibilities for test administration (handle test materials in a secure manner) in accordance to district and school policy as directed by the School Test Coordinator.
- Follows district and school policy and procedure in recording and collection of data; and maintaining confidentiality.

### **Technology**

- Uses appropriate technology in instructional delivery.
- Provides students with opportunities to gather/share information, acquire basic keyboarding/computer skills, and access a variety of educational websites to enhance their knowledge and increase their capacity as required for career and college readiness.
- Uses technology to review student assessment data, create lesson plans, communicate, and perform other administrative tasks.

### **Professionalism**

- Grows and develops professionally by actively participating in cluster meeting and exhibiting the following: prompt, prepared and bringing student artifacts when requested; appropriately attempts to implement new learning following the professional development meetings.
- Develops and works on a yearly plan for new learning based on analysis of school improvement plans, self-assessment and input from administration and support staff observations.
- Selects specific activities, content knowledge or pedagogical skill to enhance and improve his/her proficiency.
- Reflects on teaching: utilizes student data to guide instructional decisions; makes thoughtful and accurate assessments of his/her lessons' effectiveness. Offers specific actions to improve his/her teaching. Accepts responsibilities contributing to school improvement.
- Actively supports school activities and events.
- Accepts leadership responsibilities and/or assists peers in contributing to a safe and orderly school environment.
- Engages and communicates appropriately, respectfully and timely to parents and guardians.

**SUPERVISORY RESPONSIBILITIES:**

Shared supervisory responsibility with the CEO/Principal and Assistant Principal for para-educator.

**THE BEST CANDIDATE FOR THIS POSITION BRINGS THE FOLLOWING ATTRIBUTES WHICH ARE ESSENTIAL TO EFFECTIVELY FULFILL THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.**

**Self- Motivated and Self-Directed:** Demonstrates the ability to set goals and objectives and to complete tasks without a need for constant influence or direction from supervisors.

**Mission Aligned:** Demonstrates the willingness to follow and implement the plan set by leadership. Demonstrates the willingness to align all work and projects with the vision and mission of the organization. Additionally, demonstrates the willingness to live the BFE creed and to participate in school functions.

**Personal Growth Mindset:** Continues to grow professionally through collaboration with colleagues and professional growth experiences; attends required staff meetings and serves as a presenter when appropriate; and participates in appropriate local, state and national professional meetings, conferences, and conventions. Demonstrates a willingness to be open to feedback, takes personal responsibility, and engages in activities/research to improve professional competence.

**Effective Communicator:** Demonstrates effective written and verbal communication skills.

**Student Focused:** Demonstrates an understanding of job duties relative to student achievement, student safety and overall well-being.

**Relationship Builder:** Demonstrates the ability to develop empathy, provide constructive feedback, provide time and is highly accessible, listen effectively, take feedback from those that are served by this position.

**Critical thinker and decision-maker:** Demonstrates the ability to analyze information and organize thinking to solve problems and make decisions.

**Active Participant and Positive Contributor:** Demonstrates the willingness to participate in school events and activities; and is willing to contribute other skills and talents toward the vision and mission of the organization.

**Confidential Team Player with a Sense of Urgency:** Demonstrates the ability to work well under pressure and understanding which projects are important and must move to completion, while projecting high motivation, maintaining strict confidentiality and handling clients with tact and diplomacy. Demonstrates the ability to follow-up/follow-through on assignments is critical.

**QUALIFICATIONS, EDUCATION AND WORK EXPERIENCE:****Qualifications**

The qualifications listed below are representative of the qualifications necessary to perform the job.

**Education and Experience**

Required: Bachelor's degree

**Certificates, Licenses, Registrations or Other Requirements**

Eligible for Louisiana Teacher Certification or practitioner's license.

**Other Knowledge, Skills or Abilities**

Command of designated subject(s) specific curriculum.

## WORK ENVIRONMENT

Listed below are key points regarding environmental demands and the work environment of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) part of the work day;
- Required to exert physical effort in handling objects less than 30 pounds rarely;
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc) rarely;
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements) rarely;
- Normal setting for this job is an office/school setting.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_