



Job Description

Job Title: K-5 Teacher **Reports to:** Principal

Job Function

Provides interdisciplinary teaching strategies, methodologies, and techniques through a dynamic curriculum, to designated students in a welcoming learning environment that maximizes each student's educational experience.

Core Responsibilities

Serves as the Educational Instructor

- Implements the ICS curriculum while providing an active, interactive inviting, exciting and innovative learning environment for each student.
- Provides constructs for students to develop academically, socially, emotionally, and creatively.
- Develops lesson plans that ensure the attainment of state learning standards and the additional grade-by-grade learning standards set forth by ICS, including the school guidance program.
- Addresses individual needs of the students through long and short term planning.
- Prepares students for required assessments.
- Collaborates with other staff members to create meaningful community learning opportunities and community-based partnerships.
- Cooperates with the implementation of school programs and activities.
- Draws from the varied personal experiences of all engaged to enrich the classroom experience.
- Encourages parental/family involvement and volunteerism in the educational process.
- Engages in effective and appropriate classroom management.
- Creates lesson plans that adhere to interdisciplinary teaching strategies, methodologies, techniques and best practices.
- Allocates supplies, instructional materials and equipment in the classroom according to the requirements of ICS.
- Contributes to, records, and reports each student's academic progress and identifies with other various interventions determined to be in the student's best interest.
- Maintains student progress reports and conducts parent / teacher conferences at designated intervals or when it is in the best interest of the student based upon continuous evaluation.
- Participates in school functions and staff development programs.
- Ensures students are supervised at all times.
- Pursues continuous professional growth.
- Supports the vision and mission of ICS.
- Performs other duties as assigned by the Principal.

Illustrative Duties

- Oversees all aspects of planning, organizing and direction of classroom activities.
- Creates and promotes academic performance, expectations and behavioral standards for students.
- Maintains a professional demeanor with students and staff.
- Follows fiscal guidelines related to school property.
- Monitors safety, security and effectiveness of school programs in the classroom.
- Maintains highest level of respect for student confidentiality.
- Records and reports class schedules and student progress in keeping with ICS standards.
- Ensures student and staff records are current and secure.
- Adheres to Federal, state, local, sponsor, and ICS regulations, policies and procedures.
- Complies with school's Abuse posting requirements.
- Conveys to administrative team and parents the needs and accomplishments of each student.
- Supervises assigned pre/ post school and non-classroom activities and areas including student pick-up and drop-off locations.
- Cooperates with any specialists assigned to a particular student, when designated by the Principal.
- Participates in and facilitates the team process.
- Exemplifies the vision and mission of ICS as a positive role model in achieving school objectives.
- Maintains a positive classroom environment and is responsive to the school related needs of each student.
- Advises staff and administration in the event that inappropriate behavior or violation of ICS policies and procedures should arise.
- Complies with all Human Resource policies and procedures.

Involves Parents and Community

- Promotes synergy between parents, staff and students in the learning environment to enhance each student's progress towards becoming local, global stewards of time, resource and talent.
- Consults with teachers, the Principal and parents, if necessary, regarding educational and behavioral issues and how they should be addressed.
- Promotes, represents and maintains positive reflection of ICS at school functions and in the community.
- Addresses students, staff, parents and the board with appropriated and effective communication methods at various functions when called upon to do so.
- Attends student recognition, school sponsored, and athletic events.

May Perform Additional Duties as Assigned

Disclaimer

The above requirements are general in nature and are by no means intended to be an exhaustive list of all responsibilities, duties and skills required of personnel appointed to this position.

Skills and Knowledge

- Demonstrated leadership and results oriented individual with a minimum 2 years K-5 classroom teaching experience.
- Expert organizational, multitasking, and prioritizing abilities.
- Rapport building and team oriented attributes.
- Excellent interpersonal skills: courteous, professional, empathetic, strong work ethic. Ability to relate to student population.
- Proven oral, written, negotiating and influencing skills.
- Broad world-view with ability to relate to diverse cultural backgrounds.
- Interpret and condense complex issues to produce positive outcomes aligned with the vision and mission of ICS.
- Ability to delegate responsibility, identify and cultivate the best in each student.
- Contribute to creating a consensus related to school programs, projects and activities.
- Creative thinker who takes initiative and is proactive.
- Demands professionalism from oneself and encourages each student to perform to the best of their abilities.
- Comprehensive knowledge of Federal, State, and local requirements for K-5 schools and charter school law preferred.

Job Requirements

- Bachelor's degree (BA) from an accredited college or university.
- Florida Professional Certification in Educational Leadership.
- Minimum 2 years as a K-5 teacher (Charter Schools preferred).
- Computer literacy skills; proficient in Windows, MS Word, Excel, Outlook, PowerPoint; Learning Management System (LMS)
- Equivalent/substitutionary requirements as ICS may deem appropriate.

Physical Demands

- Some physical exertion required
- Required to sit and /or stand for long periods of time
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed.

Work Environment

The work environment characteristics described here are representative of those and employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is moderate, however, noise level may increase during periods of high student traffic.

Terms of Employment

- Salary and benefits shall be paid consistent with ICS salary and benefit policies. Length of work year and hours of employment shall be those established by ICS.
- This document does not constitute an employment contract, implied or otherwise, other than an “at will” relationship.

FLSA Overtime Category

Job is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Evaluation

Performance will be evaluated in accordance with ICS policy and per the FCPCS evaluation model.

Declaration

Human Resources retain the sole right and discretion to make changes to the job description. Any unauthorized changes made by an employee will subject said person to disciplinary action and possible termination.