



La Academia de Estrellas
Charter School
Where Students Shine!

	Job Title:	PK Lead Teacher	Reports To:	Principal
	Location:	Campus	Hours:	As Needed
	Job Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Position Type:	<input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time

Job Function

This Position is responsible for developing and delivering academic instruction and maintaining a learning climate that aligns with district vision and philosophy.

Duties

These statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned.

Planning

1. Designs clear, well-organized, sequential lessons that reflect best practice, aligned with state and local standards and are appropriate for diverse learners.
2. Uses formal and informal methods to measure student progress, then manages and analyzes student data to inform instruction.
3. Through knowledge of students and proven practices, the teacher ensures high levels of learning, social-emotional development and achievement for all students.
4. Plans engaging, flexible lessons that encourage higher-order thinking, persistence and achievement.

Instruction

1. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
2. Use content and pedagogical expertise to design and execute lessons aligned with state standards, related content and student needs.
3. Clearly and accurately communicates to support persistence, deeper learning and effective effort.
4. Differentiates instruction, aligning methods and techniques to diverse student needs.
5. Formally and informally collects, analyzes and uses student progress data and makes needed lesson adjustments.



6. Ensure that tiered interventions are implemented for students based on need, according to RtI recommendations.
7. Ensure student academic progress toward grade level mastery.
8. Use technology effectively to strengthen student learning.

Learning Environment

1. Organizes a safe, accessible and efficient classroom.
2. Establishes, communicates and maintains clear expectations for student behavior.
3. Leads a mutually respectful and collaborative class of actively engaged learners.
4. Implement use of the Nurtured Heart Approach.

Professional Practices and Responsibilities

1. Meets charter expectations for attendance; professional appearance; decorum; and procedural, ethical, legal and statutory responsibilities.
2. Reflects on his/her practice as evidenced in goal setting. /Sets goals that reflects on his/her practise.
3. Enhances the professional community by maintaining and enhancing pedagogical skills through in-service and off-site trainings as determined by charter guidelines and through the appraisal process.
4. Demonstrates leadership with students, colleagues, and community members in the school, charter and community through effective communication and outreach.
5. Support parental involvement strategies including parent conferences and frequent home communication.
6. Participate periodically in before-school arrival duties and after-school dismissal as assigned.
7. Participate periodically in after-school community and parent involvement activities, such as parent orientation meetings, parent conferences, story night etc.

Other duties as assigned by principal

The foregoing statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Skills/Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Effective pedagogy related to assigned subject(s).
- Knowledge of current research into effective educational practices.
- Knowledge of various types of assessments and how to align assessment to the relevant Pre-Kindergarten guidelines.
- Knowledge of various differentiation strategies and effective implementation of differentiated instruction.
- Ability to teach effectively in various settings including small and whole groups.

Requirements

- Bachelor’s degree or higher



- Teaching certificate covering grade/content taught or demonstrated eligibility for Texas Certification and participation in an alternative certification program
- ESL certification required
- Bilingual certification required for bilingual positions
- 3 or more years relevant teaching experience preferred, but not required



Job Description Acknowledgement Form

This job description is intended to describe the nature and level of work performed by people assigned to this position. It is not to be construed as an exhaustive list of responsibilities and duties of the job incumbents.

Upon review of the job description and requirements:

_____ I am able to perform the essential functions of the job.

_____ I am not able to perform the essential functions of the job without accommodations. (Please list accommodations needed to perform the job functions.)

_____ I am not able to perform the essential functions of the job even with accommodations.

I have received a complete copy of the job description and understand the requirements of the job.

EMPLOYEE NAME (Please PRINT): _____

EMPLOYMENT POSITION: _____

EMPLOYEE SIGNATURE: _____

Date received: _____

SUPERVISOR NAME (Please PRINT): _____

SUPERVISOR SIGNATURE: _____

Date reviewed: _____