



MVCS Job Description Classroom teacher

Overview

- Reports to the Director
- At will employee, FLSA exempt
- 191 - 194 contract days for both part-time and full-time position
- Starting salary at base is \$44,405.85 with Bachelors or \$48,395.85 with Masters for 40 hour per week positions. Additional pay will be given for experience. Part-time position pay is determined by hours worked based off of the above salary bases plus any additional experience.

Position Description:

Mesa Valley Community School is a charter school authorized by Mesa County School District #51 which focuses on assisting parents in schooling their children at home and in the community while offering some on-site classes. An on-site classroom teacher instructs students whose parents elect for them to enroll in the class—implementing a curriculum spanning grade-level standards within a two-day-a-week schedule; assigning homework and assessments for students to complete during time not in classes; communicating expectations, responsibilities, and progress clearly to students and parents; and accounting for variation in grade/skill level to provide equitable learning opportunities and promote student growth.

Specific Responsibilities of the Job:

Implement a curriculum spanning grade-level standards within a two-day-a-week schedule.

- Utilize existing curriculum, modifying or creating if needed, within course parameters—exercising control over content, pacing, materials, and activities.
- Provide quality instruction for the specified subject(s) according to the Colorado Academic Standards (CAS) for the specified grade level(s).
- Plan and teach engaging lessons that fit into a twice-a-week, 90-minute class period schedule (Monday/Wednesday for grades K-5, Tuesday/Thursday for grades 6-12).

Assign homework and assessments for students to complete during time not in classes.

- Assign meaningful at-home work to extend learning across non-class weekdays. □ Assign formative and summative assessments as needed, utilizing the Test Lab.
- Grade assignments and assessments in a timely fashion, providing meaningful feedback.

- Assess progress towards CAS and classroom content, providing additional instruction as needed.

Communicate expectations, responsibilities, and progress clearly to students and parents.

- Maintain gradebook and provide end-of-semester grades.
- Participate in Parent/Teacher conferences twice yearly.
- Collaborate with parents to ensure completion of work done at home.
- Publish semester syllabus in advance.
- Post assignments and materials clearly for students needing clarification or those unable to make it to class.

Account for variation in grade/skill level to provide equitable learning opportunities and promote student growth.

- Differentiate for a variety of students' needs, ensuring academic access for all students.
- Be familiar with student IEP, 504, or ALPs and accommodate appropriately.
- Understand and work within the unique challenges faced by students who school at home.
- Promote healthy social student interactions.

Other Responsibilities

- Meet with MVCS staff once a month.
- Meet with Teacher team twice a month.
- Meet with Academic Advisors as needed.
- Meet with SST staff as needed.
- Document out-of-the-ordinary student issues in student contact log.
- Participate in the evaluation process with the Director, which includes a mid-year review and a final review.
- Promote healthy social interactions

Required Knowledge, Skills, and Abilities

- Knowledge of federal and state educational requirements including CAS.
- Understanding of traditional and alternative educational methods and approaches.
- Ability to work with a diverse group of people to provide support and information.
- Excellent communication and interpersonal skills to listen for understanding, communicate clearly and respectfully, build positive and supportive relationships, and create an environment for problem solving and working toward consensus.
- Excellent teaching skills that facilitate student learning and promote understanding □
Understanding of school safety, procedures, FERPA laws and social-emotional learning.

- Organizational ability to manage schedule and help students learn organizational techniques.
- Computer skills: Microsoft Word, Excel, Google Platform, Schoology.

Education & Qualifications

- Bachelor’s Degree from an accredited college or university
- Hold a Colorado Teacher’s Certificate or demonstrate subject matter competency.
 - Elementary: successful completion of Praxis or Place test in Elementary Education
 - Secondary: successful completion of Praxis or Place test in content area (English Language Arts, Mathematics, Science, or Social Studies) OR 32 College credits in content area.
- Must be able to pass a background check.

Working Conditions & Physical Requirements

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
COLD (50° F or less)	x		
HEAT (90° F or more)		x	
GASES/FUMES/DUST	x		
HEIGHTS	x		
NOISE		x	
CLIMBING (Stairs/Ladders)		x	
DRIVING	x		
CRAWLING OR KNEELING		x	
BENDING		x	
WALKING (Uneven Surfaces)	x		
WORKING ALONE			x
WORK WITH OTHERS			x
CHEMICALS/SOLVENTS	x		
MOVING HEAVY ITEMS:	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING		x	
LIFTING OVER SHOULDER	x		
REACHING OVER SHOULDER	x		
REACHING FORWARD	x		
PUSHING		x	
PULLING		x	

NEEDED ABILITIES:	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near		x	
VISUAL ACUITY: Far		x	
COLOR DISCRIMINATION			x
HEARING			x
SPEECH			x
MANUAL DEXTERITY			x
EYE/HAND COORDINATION			x
TRAVEL:			
Local		x	
National	x		
International	x		
OPERATING EQUIPMENT:	SELDOM	OCCASIONAL	FREQUENT
COMPUTER and MOUSE			x
COPIER			x
FAX MACHINE	x		
PRINTER			x
TELEPHONE			x
PROJECTOR			x
DOCUMENT CAMERA			x

CARRYING		x	
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GRAPHICS/PEN TABLET		x	
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This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.