



## Position Description

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| <b>Division/Department:</b> | Senior, Intermediate, and Primary Academies   |
| <b>Location:</b>            | Neuse Charter School – Main Campus  |
| <b>Job Title:</b>           | Teacher/Educator  |
| <b>Reports to:</b>          | Academy Leader  |
| <b>Type of Position:</b>    | Full-Time   |
| <b>Hours/Work Schedule:</b> | 40 hours per week/times varies based on Academy <span style="float: right;">rev. 07/18</span> |

### Background Information

Neuse Charter School is a K-12 public charter that organizes instructional delivery and assessment into three academies focused on providing personalized instruction for each student: Primary Academy (grades K-4), Intermediate Academy (grades 5-8), and Senior Academy (grades 9-12). Each Academy is served by an Academy Leader (Principal) and supported by the Academic Services department.

Neuse Charter School is a public charter school serving Kindergarten through 12<sup>th</sup> grades and is operated in Smithfield, North Carolina. Our current enrollment is just over 930. Our mission: Neuse Charter School provides innovative approaches to learning by focusing on high academic standards, critical and creative thinking skills, character development, and multicultural experiences for grades K-12. All stakeholders work cooperatively to ensure the NCS community empowers every individual to achieve his or her maximum potential.

During the 2017-18 school year, Neuse Charter School began the early phases of launching PLUS: Performance Learning Underscoring Success. Through PLUS, all teachers will work cooperatively to align curriculum, instructional practices, and assessment strategies to maximize student learning and prepare all students for the rigors of college.

NCS participates in the NC health and retirement systems.

### General Description

We are seeking dynamic, courageous, and innovative teachers who are committed to excellence for every child and will accept nothing less. Individuals must be highly motivated and mission-driven; educators who sweat the small stuff without losing sight of the big picture.

The ideal candidate will:

- have a proven track record and/or demonstrated capacity for driving for results and using data to drive and inform instruction;
- be inspiring and engaging and empower students and families;
- establish and maintain a culture of high expectations, and build effective relationships with students, families, and peers;
- ensure fidelity to curriculum, instructional excellence and best practices in assessment; and
- embraced the unique opportunities afforded to our K-12 charter school and be comfortable taking and managing risks related to improving student performance outcomes.

## **Duties and Responsibilities**

### ***Instructional Leader***

- Design and deliver instructional lessons to meet curriculum requirements adopted by the Board of Directors
- Provide planned learning experiences that encourage and motivate students, utilize best practices, adhere to PLUS, and are developmentally appropriate
- Develop and submit current lesson plans (daily and/or weekly) and instructional materials that provide personalized and small group instruction in order to adapt instructional strategies to meet the needs of each student
- Select and utilize appropriate instructional material, aids, and supplies that assist in the development of innovative, well-organized units of study, and that are appropriate to the intellectual and instructional level of students from varied backgrounds and who possess a range of mental and emotional maturity
- Identify, record, and reflect on student needs and cooperate with the professional learning community (PLC) to assess, plan, monitor and implement methods to solve student health, attitude and learning issues.
- Work collaboratively with colleagues and parents to deliver and manage learning experiences for all students
- Cooperatively pursue alternative solutions to ameliorate student learning problems, and to enhance academic, social, and emotional growth opportunities
- Use relevant technology to support and differentiate instruction

### ***Classroom Management and Aesthetics***

- Establish and maintain high standards of student behavior needed to achieve optimal learning atmosphere inside and outside of the classroom
- Provide a functional and attractive environment in the classroom conducive for learning and aligned to the curriculum
- Adhere to Neuse Charter's behavior management plans
- Plan and coordinate the work of aides, teacher assistants, parent volunteers, and other paraprofessionals as appropriate

### ***Assessment***

- Participate cooperatively in the school's system of evaluation aligned to PLUS
- Prepare and administer assessments in a variety of forms (formative, summative, performance-based, etc.) in accordance with PLUS and score, record and report the results of such assessments
- Administer standardized assessments/tests as required in accordance with stated regulations and review the results of such assessments in evaluating student growth
- Evaluate students' academic and social growth using a variety of data sources, keep appropriate and accurate records, prepare student reports, and communicate with parents regarding their student's progress as required by applicable laws and policies

### ***Additional Responsibilities***

- Communicate, counsel and confer regularly with parents, colleagues, administrators on issues related to student learning and student progress
- Cooperatively participate in the development and monitoring of tasks and programs related to PLUS, including but not limited to: department, school and parent meetings; curriculum mapping

exercises; lesson plan development activities; training and professional development activities; etc.

- Actively participate in grade level and/or department-wide PLC(s)
- Perform basic attendance accounting and business services as required in an accurate and timely manner
- Supervise students in out-of-classroom activities during the assigned working day, including carpool processes
- Share in advisement/sponsorship of student activities and participate in faculty committees as agreed upon
- Attend all school functions as required by the Board of Directors
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails
- Perform any other duties as assigned by supervisor and/or the Executive Director

**Professional Development**

- Attend all teacher in-service education required and provided by the administration
- Maintain professional competence through participation in additional in-service and other learning opportunities and/or self-selected professional growth activities
- Seek opportunities to share innovations and best practices with colleagues, both on and off site

**Knowledge, Skills and Abilities**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of, and ability to implement, relevant technology to teaching and learning
- Depth and breadth of knowledge of content relevant to specific teaching assignment
- Knowledge of, and ability to meet or exceed, state regulations related to licensure and professional teaching standards
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Ability to adapt to new initiatives and implement with fidelity in support of improving student performance outcomes
- Proven ability to report to work on a regular and punctual basis
- Ability to perform all other related work delegated or required to accomplish the objectives of the total school program

**Educational and Experience Requirements**

Minimum requirements:

- B.A./B.S. degree from an accredited institution in education and/or a related field
- Possession of, or ability to obtain, valid North Carolina driver's license

Preferred requirements:

- Possession of, or ability to obtain, valid State of North Carolina Professional Educator's License
- Master's Degree in specified content area (reading, math, etc.), curriculum and instruction, or related field
- Experience with competency-based instructional and assessment program
- Experience teaching students in assigned grade area

#### **Physical Demands and Working Environment**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

#### **Equal Employment Opportunity Information**

*Neuse Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Neuse Charter School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Neuse Charter School expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Neuse Charter School's employees to perform their job duties may result in discipline up to and including discharge.*

*Neuse Charter School is an equal opportunity provider and employer. In accordance with Federal civil rights law and the US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's Target Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD- 3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any*

*USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992.*

*Submit your completed form or letter to USDA by:*

- 1. Mail: US Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410*
- 2. Fax: (202)690-7442; or*
- 3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)*

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