

Accepting Applications

Teacher K-8

APPLICATIONS/RESUMES ARE BEING ACCEPTED UNTIL FURTHER NOTICE.

**ALL INTERESTED APPLICANTS MUST SUBMIT THEIR INFORMATION TO
JENNIFER DURHAM, HR & FINANCE MANAGER.**

**Electronic copies may be sent to the following email address, Jennifer.durham@pca.k12.de.us,
or by postal mail to P.O. Box 265, Clayton, DE 19938.**

JOB DESCRIPTION: The Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success in the above content.

QUALIFICATIONS:

1. The teacher applicant must hold a valid teacher's certificate appropriate for his/her assignment. All certificates and license documents must be submitted to the Delaware Department of Education and the DEEDS application completed prior to the first day of employment. All appropriate documentation will be submitted as per contract.
2. The teacher applicant will have a sense of mission and purpose about children and their educational potential. The applicant shall be child centered, caring, and committed to the premise that all children can learn.
3. The teacher applicant will possess organizational skills, the ability to communicate, flexibility, enthusiasm for the teaching profession, a positive attitude and outlook, and a willingness to work with all students at all levels.
4. The teacher applicant will be knowledgeable in academic areas, learning theories, teaching strategies and have training in classroom management and discipline.
5. The teacher applicant will be professional in appearance, in manner, and in attitude.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

- a. **The teacher adheres to personal and professional standards of the school and the profession by:**
 - (1) Interacting effectively with each component of the educational setting within the framework of the philosophy and objectives established by board policy consistent with statutes and standards of regulatory agencies, and in accordance with administrative regulations and procedures.

- (2) Demonstrating consistent loyalty to his/her school, colleagues, and profession; supporting policies and regulations positively; initiating changes through established procedures; enhancing the profession by his/her personal conduct.
- (3) Cooperating effectively with other staff members; being highly positive and supportive in staff relationships.
- (4) Actively pursuing a long-range program of professional growth; seeking self-improvement constantly.
- (5) Demonstrating a strong sense of responsibility for the total school operations.
- (6) Assuming responsibility for and cooperating effectively in the development, evaluation, and revision of the total school program.
- (7) Accepting co-curricular activities as an integral part of the school program; supporting a wide range of co-curricular activities; approaching his/her role as activities sponsor with enthusiasm.
- (8) Demonstrating empathetic understanding of students and their problems; making effective use of pertinent information about students in suitable teacher/ counseling procedures; working effectively with specialized counseling services.
- (9) Working effectively with parents in achieving the objectives of the school; taking initiative to inform parents of student progress; securing cooperation of parents in supporting school policies.
- (10) Demonstrating effective identification, planning, and utilization of community resources consistent with the objectives of the class.
- (11) Issuing, maintaining and accounting for textbooks.

b. The teacher demonstrates knowledge and application of skills supportive to the instructional environment by:

- (1) Beginning instruction promptly, handling material in an orderly fashion, maintaining student attention to appropriate tasks.
- (2) Organizing for effective learning activities and aesthetic appeal.
- (3) Handling materials in an orderly fashion, insuring that equipment and materials needed for the activity are readily available and that resources used are appropriate to the activity; providing proper care and use of equipment.
- (4) Having objectives and plans for the day; following prepared lesson plans based on the school's official curriculum and as a minimum the Delaware Content Standards.
- (5) Using Standard English pronunciation and grammatical rules when speaking or writing.
- (6) Having teacher-made materials and board work conform to rules of spelling, punctuation and grammar.
- (7) Ensuring lessons reflect the teacher's sound knowledge of subject matter; responding knowledgeably to student's questions on subject matter.
- (8) Presenting a strong professional image through manner, voice and appearance.
- (9) Creating an atmosphere in which mutual respect is evident; enjoying professional association with students.

- (10) Creating a democratic atmosphere within the classroom; assisting students in developing techniques and skills through teacher-student planning and group discussion and decision-making.
- c. **The teacher demonstrates the knowledge of and the ability to apply the essential elements of a successful lesson by:**
- (1) Using an activity to focus student attention, i.e., practice of previous learning, preparation for instruction to follow, motivation, and diagnosis.
 - (2) Informing the student what they will be able to do by the end of the lesson and why it is important or useful.
 - (3) Providing information (all related to the stated objective) in a variety of ways, i.e., lecture, films, overhead, board work, lab, group work, etc.
 - (4) Demonstrating the finished product or process.
 - (5) Routinely checking for each student's level of understanding of essential information during instruction and before moving on to something else.
 - (6) Providing opportunities for students to use or apply what they are learning while the teacher is available to assist.
 - (7) Assigning outside work that reflects the lesson taught, i.e., seat work, homework, etc.
- d. **The teacher demonstrates knowledge of and the ability to apply appropriate motivation techniques by:**
- (1) Relating learning activities to student interests; offering varied learning activities; making involvement a part of the learning process.
 - (2) Appropriately increasing or decreasing student level of concern to maximize attention to the learning task(s) presented.
 - (3) Using pleasant feeling tones.
 - (4) Providing consistent and immediate feedback to students.
 - (5) Setting the tasks at the correct level of difficulty; dividing assignments into short tasks when the objectives presented are difficult to master; replying promptly when students need help.
- e. **The teacher demonstrates knowledge of and the ability to apply techniques that promote productive student behavior by:**
- (1) Specifically identifying the behavior being reinforced; varying reinforces based on individual personalities, learning styles, etc.
 - (2) Praising students for appropriate classroom behavior; letting students know when they are making progress; varying praise words.
 - (3) Using negative reinforcement for inappropriate behavior; explaining the appropriate behavior, following a negative reinforce with a positive reinforce as soon as possible.
 - (4) Ignoring behavior that is merely attention getting, if possible.
 - (5) Using a regular enforcement schedule when new behaviors are being learned; using an intermittent reinforcement schedule when previously learned behaviors are correctly applied.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Directors.