



# Academy Teacher

## Full Time Employee

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**SUPERVISOR:** Academy Teacher

**CLASSIFICATION:** Salary Exempt

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**QUALIFICATIONS:** Applicants must have a current SC teaching certificate or be in the process of obtaining SC teaching certification under the direction of the Education Consultant who is SC certified. Must have experience working with children at risk (at promise) and have the vision of their success in all areas.

### **ACADEMY SCHOOL TEACHERS PERFORM THE FOLLOWING TASKS:**

- Prepare daily and longer term lesson plans in accordance with curriculum guidelines.
- Teach the full range of learning areas: English (reading, writing, speaking and listening), mathematics, science, technology, society and environment, and personal development.
- Use computers to assist in lesson preparation, teaching and reporting.
- Develop and maintain good working habits and discipline in classrooms.
- Carry out administrative duties.
- Supervise students during classes and at other times in the school day, including lunch breaks.
- Attend staff meetings and other training and development sessions.
- Take part in joint decision-making about educational issues.
- Assess and evaluate students' progress in written and oral work.
- Discuss students' progress and concerns with parents and administrators.
- Assist and organize sporting activities, school concerts and excursions.
- Prepare for and attend parent/teacher interviews and other functions.

Academy school teachers need to continually update their subject knowledge and teaching methods through private study and professional development activities.

### **COMPETENCIES:**

1. Organizational Skills.
2. Human Resource Capacity.
3. Teamwork Orientation.
4. Communication Proficiency.
5. Technical Capacity.
6. Staff/Student Focus.

### **WORK ENVIRONMENT**

This job operates in a classroom environment. This role routinely uses standard office and classroom equipment such as computers, whiteboards, phones, photocopiers, filing cabinets and fax machines.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, or kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time