



Teacher

Full and Part time

QUALIFICATIONS:

1. All proper licensure, certifications, and clearances to work as a teacher in the Commonwealth of Pennsylvania.
2. All proper licensure, certifications, and clearances to work for MileStone Academy including:
 - A certification in specific area of expertise;
 - Reading Specialist Certification for English and Language Arts Teachers
 - CPR certification – MileStone Academy will provide training if necessary.
3. All necessary clearances, including:
 - Child abuse clearance;
 - Criminal Background check;
 - Federal Bureau of Investigation fingerprint check; and
 - School Personnel Health Record with current Pulmonary Tuberculosis (TB) Skin Test.

REPORTS TO: Director of Education

JOB SUMMARY:

The role of the teacher entails creating a class environment that supports student achievement and is favorable to learning and personal growth; establishing effective rapport with students; motivating students to develop skills, knowledge and attitudes needed to provide a good foundation for future academic achievement in accordance with each student's ability. Teachers must be able to communicate and establish positive relationships with students and parents as well as MileStone Academy staff and Board of Directors.

ESSENTIAL FUNCTIONS:

1. Plans and develops lessons according to curriculum guidelines of MileStone Academy and PAIS standards. Lesson plans must often be differentiated and tailored to individual students working at multiple levels of academic ability and remain in accordance with previous achievement.
2. Submits teaching materials and written lesson assignments/objectives, reflecting the framework and curriculum guidelines set forth by MileStone Academy. All lesson plans are to be submitted on the dates specified by the Executive Director.
3. Presents specific and differentiated lesson plans, using a variety of techniques, including, but not limited to, lectures, projects, exhibits, field trips, audiovisual and library resources, computers, and the Internet.
4. Prepares assignments/projects and/or tests that assess student knowledge while taking in consideration specific student needs. Monitors, assists, correct, and grades student performances.
5. Attends all scheduled meetings, including all progress monitoring meetings, professional development meetings, mentoring meetings, and professional learning community meetings before, during or after school hours, as required by the Executive Director or the Board of Directors.
6. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
7. Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent- teacher conferences on both a regularly scheduled and as-needed basis.
8. Consults with other professionals where there appears to be evidence of learning disabilities or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention that appears warranted.
9. Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.
10. Collaborates with Executive Director to create professional goals with timelines for achievement. Prepares and participates in all professional monitoring meetings.

Motivated Intelligent Learners Employing Strategies To Overcome and Navigate through Education



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11. Participates in and prepares for all scheduled progress monitoring meetings and decisions regarding student programming and generation of academic goals
12. Prepares any and all reports in a timely fashion as required by school.
13. Understands and complies with the policies of MileStone Academy.
14. Completes morning, lunch, recess and dismissal duties, as assigned.
15. Ensures continued certification from all relevant authorities, including Commonwealth of Pennsylvania.

TERMS OF EMPLOYMENT:

August 24th 2015 - June 20th 2016.

Salary to be established by the Director of Education and the Board of Directors.

EVALUATION:

Performance is evaluated according to MileStone Academy's guidelines for teacher's performance including regularly scheduled formal and informal observations.

BENEFITS:

Benefits provided for full time teachers are inclusive and not limited to the benefits listed below. The benefits are more fully set forth, at length in the MileStone Academy Employee Handbook.

- Health and Dental Insurance
- Life and Long Term Disability Insurance
- Pension Plan
- Personal leave