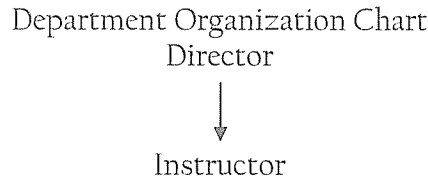


Company: American Preparatory Academy of Draper (APA)
Position: **Instructor**
Department: Instruction



Primary Purpose

Instructors shall report to the School Director and are responsible for the instruction and assessment of students in specific subject areas under the direction of the classroom teacher. Under all circumstances, each Instructor will assist other Instructors with specific duties when workloads dictate a need. Each Instructor is responsible for ensuring that all students, staff and visitors are wowed by the positive, nurturing environment maintained at APA.

Instructors will assist in accomplishing the school's Mission through the following Duties and Responsibilities:

1. Educational
 - a. Become fluent in the instructional programs he/she is teaching.
 - b. Teach specific student groups under the direction of a classroom teacher.
 - c. Learn and use the schools behavior management program (CHAMPs).
 - d. Assist the classroom teacher.
 - e. Attend staff development meetings and training.
 - f. Implement curriculum and instruction in a manner consistent with APA's academic program.
 - g. Show empathy for and understanding of students. Share ideas and observations appropriately with students, parents and colleagues.
 - h. Develop with parents and students a cooperative partnership based on mutual respect and objectivity. In cooperation with classroom teachers, facilitate resolution of problems that may arise with students and parents.
 - i. Work effectively with parent volunteers.
 - j. Adhere to the standards in APA's Staff Manual and APA's Instructor Manual.
2. Professional Development
 - a. Model and promote positive interpersonal communication and problem-solving skills.
 - b. Assume responsibility for his/her professional growth, which may include but not be limited to conferences, meetings, observations and in-service training driven by student needs and school objectives.

- c. Work as a team member, bringing data and information to weekly team meetings, and adjust teaching as recommended by the team.
3. Leadership
 - a. Act as a role model and resource for students and other staff members.
 - b. Demonstrate and encourage creativity and excellence.
 - c. Perform other duties as deemed appropriate by the Director or Assistant Directors.
 4. Qualifications / Requirements
 - a. Associates Degree preferred.
 - b. Willingness to be trained in Direct Instruction teaching techniques.
 - c. Finger printing and criminal background investigation.
 - d. Sex offender/child abuse registry check.
 - e. Instructor must be in good physical condition, able to maintain an active, highly mobile level of interaction for an extended period of time with or without accommodations.

Knowledge and Skill Required

Requires excellent oral and written communication skills, interpersonal, organization and public relations skills, including excellent phone and interpersonal communication etiquette. Requires the ability to handle multiple tasks, high stress and frequent deadlines. Requires the ability to maintain confidentiality in all aspects of the job. Basic computer skills are required including operating in both a Windows and an Apple (Mac) environment. Software skills are required in Microsoft Office (Word, Excel, PowerPoint and e-mail), the Internet, and the ability to learn new applications including the Utah State SIS system, PowerSchool, Easy Grade Pro and/or other general software applications. First Aid/CPR certification is preferred.

Problem Solving

The complexity of problem(s) varies specific to a given situation; however, this position requires a significant skill level in problem solving.

Physical Requirements

The essential job functions require no special physical requirements outside the average education environment. The essential job function requires the following:

- | | |
|-------------------------------|--------|
| • Standing | 80-90% |
| • Carrying (less than 10lbs) | 4-8% |
| • Carrying (10lbs.- 50lbs.+) | 1-2% |
| • Walking/sitting/other | 5-10% |

Other Requirements

Successfully pass a criminal background check, including state, regional and federal fingerprint background checks and submit to drug testing as required. A criminal background check may not be required if a current Utah State Office of Education (USOE) Teacher's or Administrator's certificate is held, but may be required by APA at any time.

Work Environment

The ordinary work environment requires no significant physical risks or hazardous conditions.

Major Equipment Used to Perform the Essential Job Function:

- Personal computer and personal computer mobile lab
- Telephone
- Overhead projector and related components
- Copier
- Duplicator
- Calculator
- Die cutter
- Paper cutter
- Other educational and office equipment

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by the Director, Business Manager, Assistant Directors, other Administrative staff and Teachers.

Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise. APA is an at-will employer. Either party can terminate employment at any time, with or without cause, and with or without notice. This Job Description does not create any expectation of employment or continued employment.

Equal Employment Opportunity (EEO) Policy Statement

It is the policy of APA to promote equal employment opportunities through a positive continuing program. APA is an equal opportunity employer. APA will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, sex, religion, national origin, disability, veteran status, age marital status, or any other group protected by law.