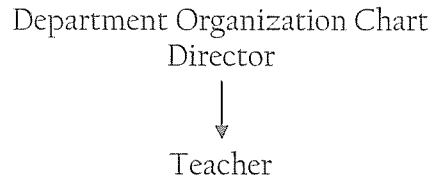


School: American Preparatory Academy of Draper (APA)
Position: **Teacher**
Department: Instruction



Primary Purpose

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

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

- I. Educational
 - a. Deliver the APA curriculum to all students equitably.
 - b. Adhere to the standards set forth in the APA Staff Manual.
 - c. Follow the 180 day plan for their grade level or subject level and update the plan annually to allow for data-driven improvements.
 - d. Communicate knowledge to students in an interesting, stimulating and effective manner.
 - e. Assess student achievement and develop plans to ensure student progress based on assessment data.
 - f. Develop and maintain a stimulating and nurturing environment that meets students' individual needs and class needs as a whole.
 - g. Work with team partners or others as appropriate to develop curriculum that aligns with the APA standards and the school's charter.
 - h. Use Direct Instruction methods where required or recommended.
 - i. Support standards-based instructional approaches that ensure the continuous progress of students desiring more challenge, including but not limited to high-ability and high-performance learners.
 - j. Participate actively in team meetings. Offer professional guidance and be willing to receive feedback and implement change.
 - k. Engage in professional communication that aligns with APA's Communication Policy.
 - l. Utilize data gathering and submit required reports in a timely manner.
 - m. Demonstrate an understanding of the Trivium and provide instruction appropriate to the phase of learning students are in. Implement curriculum and instruction in a manner consistent with this understanding.

- n. Show empathy for and understanding of students.
 - o. Prepare students adequately for all required assessments.
 - p. Develop with parents and students a cooperative partnership based on mutual respect and objectivity. Facilitate resolution of problems that may arise with students and parents.
 - q. Hold parent/student/teacher conferences as outlined in the Staff Manual.
 - r. Work effectively with parent volunteers.
2. Professional Development
- a. Model and promote positive interpersonal communication and problem-solving skills as outlined in APA's Communication Policy.
 - 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. Works as a team member sharing common planning, professional development, curriculum design, educational experience and training.
3. Leadership
- a. Acts as a role model and resource for students and other staff members.
 - b. Demonstrate and encourage creativity and excellence.
 - c. Be willing to assume responsibilities outside of the classroom in order to achieve the needs of a small, active school with limited resources.
 - d. Perform other duties as deemed appropriate by the Director or Assistant Directors.
4. Qualifications / Requirements
- a. BA, BS degree
 - b. Appropriate teacher certification (Utah certification or be eligible to participate in a state approved alternative certification program).
 - c. Willing to be trained in Direct Instruction teaching techniques.
 - d. Fingerprinting and criminal background investigation.
 - e. Teachers 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 educational 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 or other Administrative staff.

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. Employment can be terminated by either party 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.