



## Crescent View Academy

### Teacher Job Description

<b>Job Title</b>	<b>Homeroom Teacher</b>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Bachelor's degree or higher.</li> <li>2. Valid Colorado teacher certification covering appropriate area of responsibility.</li> <li>3. Demonstrated proficiency in oral and written communication.</li> <li>4. Demonstrated ability to work with diverse groups.</li> <li>5. Experience with industry-standard computer applications.</li> <li>6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.</li> </ol>
<b>Salary Range</b>	Per the School's Salary Matrix as approved by the Board of Directors
<b>Terms of Employment</b>	Annual (12 Months)
<b>Reports to</b>	Principal, Assistant Principal or Designated Administrator
<b>Job Goals</b>	To lead CVA students toward the fulfillment of their potential for intellectual, emotional, physical and social growth in a safe and cost effective manner that supports the goals of the CVA.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Plans individually or cooperatively a program of study that meets the individual needs, interests, diverse backgrounds and abilities of students.</li> <li>2. Assists in establishing departments or grade level curriculum objectives and the development of the comprehensive plan for the implementation and evaluation of the objectives.</li> <li>3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.</li> <li>4. Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.</li> <li>5. Employs instructional methods and materials that are most appropriate for meeting stated objectives.</li> <li>6. Assesses the accomplishments of students on a regular basis and provides progress report as required.</li> <li>7. Diagnoses the learning strengths and weaknesses of students on a regular basis, seeking the assistance of district specialists as deemed appropriate.</li> <li>8. Counsels with colleagues, students and/or parents on a regular basis.</li> <li>9. Assists the administration in implementing all policies and/or rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedures and maintains order in the classroom in a fair and just manner.</li> <li>10. Plans and supervises purposeful assignments for support personnel and school volunteers to work cooperatively with department heads or grade level chairmen, evaluates their effectiveness.</li> <li>11. Uses appropriate technology in teaching and the learning process.</li> <li>12. Maintains accurate, complete and correct records and reports as required by school policy and administrative regulation.</li> </ol>

	<p>13. Provides for personal professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.</p> <p>14. Attends staff meetings and serves on staff committees as deemed necessary.</p> <p>15. Establishes and maintains cooperative relations with others.</p> <p>16. Adheres to the Colorado Teacher Performance Standards and Code of Ethics and meets all CVA school policy requirements.</p> <p>17. Supports school improvement initiatives by active participation in school activities, services and programs.</p> <p>18. Recognizes overt indicators of student distress or abuse and takes appropriate action based on school procedures and law.</p> <p>19. Establish appropriate testing environment and test security.</p>
<b>Other Responsibilities</b>	Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
<b>Physical Requirements</b>	This position requires light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.
<b>Assessment</b>	Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of certificated personnel.
<b>Approved by</b>	
<b>Adopted</b>	
<b>Revised</b>	