



## JOB DESCRIPTION 2023

<b>Job Title/Department</b>	<i>English Teacher</i>
<b>Employee Classification</b>	<i>Exempt, Full-Time</i>
<b>Employee Reports To</b>	<i>School Director</i>

### **Job Purpose**

The English Teacher is to educate and inspire students in the English language, literature, and communication skills, fostering their intellectual and personal growth while equipping them with the knowledge and skills needed for effective communication, critical thinking, and lifelong learning.

### **Duties and Responsibilities**

Primary job duties and responsibilities:

- Develops age-appropriate English language and literacy curriculum plans aligned with educational standards and the specific needs of each grade level.
- Teaches foundational English language skills, including reading, writing, grammar, vocabulary, spelling, and speaking and listening skills. Tailors instruction to meet the developmental levels of students in different grade levels.
- Introduces students to various forms of literature and fosters a love for reading. Selects and uses age-appropriate texts, novels, and literary materials to engage students.
- Assess students progress through assignments, quizzes, tests, and other evaluation methods. Provides constructive feedback and support to help students improve.
- Adapts teaching methods to address the diverse needs of students, including those with varying levels of ability, learning styles, and language proficiency.
- Maintains a well-organized, safe, and inclusive classroom environment conducive to learning.
- Manages classroom behavior effectively.
- Incorporates technology and digital resources into lessons to enhance student engagement and learning.
- Communicates regularly with parents or guardians regarding student progress, academic concerns, and classroom activities. Participates in parent-teacher conferences as needed.
- Collaborates with other teachers, support staff, and administrators to coordinate curriculum, interdisciplinary projects, and extracurricular activities.
- Engages in ongoing professional development to stay updated on best practices in English education and pedagogy.

### **Qualifications, Education and Experience**

Necessary and desirable qualifications include, but are not limited to, the following:

- Must have a passion for improving educational opportunities for urban students and for building a strong, mission-driven organization.
- Willingness to go above and beyond to support students in achieving academic goals.



- Commitment to continued personal and professional growth, and a commitment to the company's mission, vision, and growth.
- Strong knowledge of child development, teaching strategies, and classroom management techniques.
- Effective communication, patience, adaptability, and the ability to create an engaging and inclusive learning environment.
- Familiarity with educational technology tools and their integration into classroom instruction.
- A genuine passion for teaching and a commitment to helping young students develop essential language skills.
- Sensitivity to cultural and linguistic diversity, as well as an understanding of how this diversity can impact language learning.
- Professional conduct, punctuality, and a commitment to the ethical standards of teaching.
- Education Preferred:
  - A bachelor's degree in education, English, or a related field is typically required.
  - State teaching certification or licensure may be necessary, depending on the school or district.
- Experience Preferred:
  - Proficient in English language and literature, with a strong grasp of grammar, vocabulary, and reading comprehension.
  - Proven effective classroom instructional and management skills.

### **Working Conditions**

This job is performed in a generally clean and healthy environment. The employee may be required to deal with students with behavioral risks.

### **Physical Requirements**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.

Reasonable accommodations can be made to employees with qualified disabilities who can perform the essential functions of the job, so long as there is no undue hardship created upon the organization or other employees within the organization.

### **Supervision Received**

Occasional, minimal guidance, but follows established work methods.

### **Direct Reports**

None.

### **Conclusion**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job. However, this job description is not intended to be an exhaustive list of responsibilities, duties, qualifications, or physical demands associated with the position.



<b>Approved by:</b>	
<b>Employee Signature:</b>	
<b>Date Approved:</b>	