

## OPTIONS FOR YOUTH JOB DESCRIPTION

**Job Title:** English Language Arts (ELA) SGI Teacher

**Dept:** Instruction

**Work Class:** Credentialed

**Reports To:** Regional Supervisor

**FLSA Status:** Exempt

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### GENERAL SUMMARY:

The Teacher is our most important resource. Their duties are to ensure that a student receives quality instruction, makes educational progress, and reaches their academic goals. Teachers are primarily responsible for delivering our educational program. Our small group instruction classes allow students to learn/discuss concepts and receive aid in test preparation, while being evaluated by their ELA instructor. The ELA SGI would instruct classes of 5-10 students at a time, in multiple locations.

The primary goal of this position is to support and carry out the instructional leadership team goals of 100% retention, 100% CAHSEE pass rates and all charters achieve a 9 or 10 compared to similar schools in a state wide average. A Teacher provides direct instructional support 100% of the time.

### ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO:

- Instruct students in English, using various teaching methods, audiovisuals aids and other materials.
- Prepares outline for course of study, following curriculum guidelines or requirements of state and school.
- Counsels students in adjustment and academic problems.
- Participates in various community groups or functions, faculty and professional meetings, educational conferences, and teacher training workshops. Meets with students and parents to discuss student progress and problems.
- Participates in related activities, such as student organizations or committees.
- Administers tests to evaluate pupil progress, assesses student work product and record results.
- Keeps attendance records and maintains student files and transcripts.
- Assists with State mandated student testing.
- Assists with bi-monthly and year-end audits.
- Assists in maintaining a clean, inviting, professional center for students to attend.
- Performs other administrative functions and duties assigned.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to teach and delegate responsibility to students.
- Ability to work independently and efficiently, exercising reasonable judgment, in a fast-paced, multi-task environment with minimal supervision.
- Ability to synergize with field and corporate staff to implement the educational program.
- Ability to work effectively under pressure and demonstrate problem solving skills, while maintaining courtesy, professionalism, and a customer service attitude.
- Strong interpersonal relationship skills.

- Ability to communicate effectively, verbally and in writing, with students, parents, co-workers, and business contacts in a courteous and professional manner.
- Working knowledge of MS Office and database management.
- Must be able to travel up to 30% of the time.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree
- Passing CBEST scores
- NCLB compliant CA Single Subject teaching credential in English/Social Science or Subject Matter Authorization in English or Social Science.

\*The specific statements shown in each section of this description are not intended to be all inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.

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