

Job Description

Job Title: Elementary Teacher **Supervised by:** Dan Porter

Department: Kwiyaat Community Academy **FLSA Status:**

Full-time Salary \$ 35,612-\$40,081 (depending on experience)

SUMMARY: Elementary Teacher: Kwiyaat Community Academy (KCA) is seeking an energetic and passionate teacher to help implement the educational program where the Ute culture and language guides the educational experience for all students. KCA is characterized by small class sizes with an interdisciplinary, indigenous, and project-based approach that results in students who achieve high academic expectations and desired character skills, personal wellness, and community involvement. The position starts August , 2023.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teaching Primary Grade Classroom of approximately 15-20 students consistent with school goals
- Developing and implementing curriculum, assessments, and instructional lessons
- Progress monitoring for all students (including Exceptional Students)
- Communicating with parents on regular basis and specifically during up to three parent teacher conferences per year
- Coordinating, communicating, and preparing reports with Head of School, Program Coordinator and Exceptional Student Contracted Services personnel concerning purchases, medical needs of students, elective schedule, special events, professional development, activities, and timelines for evaluation of students
- Peacefully and productively resolve conflicts among students, co-workers, and parents and family members of students
- Maintaining a safe and positive classroom environment and supervising students as needed during recess, lunch, and other transition periods such as the beginning and end of school.

GENERAL STANDARDS FOR ALL EMPLOYEES:

- Participate in improving performance activities as assigned
- Report to work on time and as scheduled; completes work within designated times, takes precautionary measures to prevent lateness and absences.
- Exhibit careful, conservative use of property, supplies and equipment.
- Provide clear and concise communications.
- Handle pressure well; is able to accomplish a task in spite of difficulty.
- Assume additional responsibilities to contribute to the team effort.
- Exhibit a high degree of concern for others.
- Exercise strict ethical behavior and professional confidentiality.
- Demonstrate an awareness of safety procedures and follow through.
- Attend mandatory in services, orientations, trainings, re-certifications, etc.

GENERAL EXPECTATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- At least 5 years experience working with children or Associates of Arts and Enrollment in Teacher Preparation Program leading to a Bachelor's Degree
- Experience with teaching and/or youth and/or family programs
- Basic understanding of Ute culture
- CPR and First Aid certification or be willing to obtain
- Hold or willing to obtain Colorado Teaching Certificate
- Bachelor's degree in Education or related field (preferred)

KNOWLEDGE AND SKILLS

- Proficiency in or knowledge of using a variety of computer software applications, especially MS Word, Excel and Microsoft Suite.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Knowledge of office administration procedures and ability to operate most standard office equipment
- Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines.
- Good to excellent spelling, grammar, and written communication skills.
- Excellent telephone and oral communication skills.
- Ability to maintain a high level of confidentiality

MATHEMATICAL SKILLS

Ability to apply mathematical concepts to accomplish their daily duties and responsibilities and any tasks assigned. Examples of daily tasks include, ability to teach basic math skills to K-2 students

REASONING ABILITY

Ability to define problems collects data, establish facts, and draw valid conclusions

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to handle or feel. The employee frequently is required to stand and reach with hands and arms. The employee is regularly required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl when interacting with young children or retrieving classroom supplies. The employee must regularly lift and carry up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a regulated office climate with moderate noise levels.

DUTY ACCEPTANCE

This is a general description of the kinds of duties and responsibilities that are performed by employees who that this title of Elementary Teacher. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct and control the work of employees under his/her supervision

Per my signature below, I acknowledge receipt of a copy of my job description and that my supervisor has discussed the duties and responsibilities for the Elementary Teacher and has satisfactorily answered my questions. Also, my signature below certifies that I understand the duties and responsibilities of the Elementary Teacher. Finally, my signature certifies my stated ability to do the Elementary Teacher tasks/jobs either described herein or as assigned by my supervisor.

Signature of Employee

Date

Signature of Supervisor

Date

Receipt of Signed copy by UMU HR Department

Date