

## Job Description: Elementary School 1<sup>st</sup> Grade Teacher

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Guadalupe Centers Schools are a free, open enrollment, public charter school currently serving students in grades K -12. Guadalupe Centers Schools are part of the Guadalupe Education System (GES) under Guadalupe Centers, Inc. It is sponsored by the University of Central Missouri. The vision of GES is to empower students to succeed in college and their chosen professions by providing a rigorous and enriching learning experience that develops highly educated, socially conscious, culturally competent, contributing members of society.

**Summary:** A Classroom Teacher must be goal-oriented, hardworking and enthusiastic about fostering children in their academic and social growth. The ideal candidate has a passion for working with children from diverse backgrounds in an urban setting.

**Essential duties and responsibilities:**

- Create a safe and positive classroom environment that is conducive to learning.
- Implement instructional activities that contribute to a positive climate where students are actively engaged
- Implement ESL strategies and scaffolding for student understanding (Listening & Reading), student interaction, and student production (Speaking & Writing) across all WIDA levels to increase the achievement of English Language Learners (ELLs) across all content area standards.
- Maintain effective and efficient record keeping procedures for the purpose of documenting student progress and meeting mandated requirements.
- Serve as a positive role model for the purpose of demonstrating professional and ethical standards
- Assess student progress towards objectives, expectations and/or standards for the purpose of determining gains in student performance and providing feedback to students, parents and administration.
- Meet professional obligations through efficient work habits and other related duties for the purpose of ensuring an effective work environment. Attend all meetings with parents and give input concerning the creation of an Individual Education Plan or a 504 Plan
- Ensure implementation of all modifications and accommodations for students with Special Needs (IEP/504)
- Demonstrates a commitment to continuous improvement of professional practice, cultural competence, and ability to meet the specific instructional needs of culturally and linguistically diverse students.

**Qualification Requirements:** 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.

Required:

- Bachelor's degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education.
- Pass Criminal Background Check and Family Care Registry.
- Certified by the state of Missouri or working towards the certification (<http://dese.mo.gov/eq/cert>) to achieve highly qualified status.
- Highly Qualified Status: this status requires a bachelor's degree, the appropriate certification for the course/grade level they are teaching, and documentation of content expertise in the area they are teaching.

Teachers hired by Guadalupe Educational systems who do not currently hold TESOL, ESOL, ESL, or similar credentials are required to work toward that goal within the first three years of employment. GES identifies several avenues through which teachers can fulfill this commitment.

**Application Process:** If you are interested in applying complete an application on [moreap.net](http://moreap.net) and send your resume and letter of interest with your educator ID to [opportunities @guadalupecenters.org](mailto:opportunities@guadalupecenters.org). If you would like to learn more about the schools before applying please visit us at [www.guadalupecenters.org](http://www.guadalupecenters.org).

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