

## Job Description: High School English Teacher

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**School Background:** Guadalupe Centers High School is a free, open enrollment, public charter school currently serving students in grades 9 – 12. GCHS is part of the Guadalupe Education System (GES) under Guadalupe Centers, Inc. It is sponsored by the University of Central Missouri. The mission of GES is to empower students to succeed in college and their chosen professions in order to become productive members of society.

**Relationships:** Reports to Principal. Works closely with grade level team members, content teams and curriculum teams.

**Essential duties and responsibilities:** *Other duties may be assigned.*

### **Main responsibilities:**

- Maintains discipline in classroom.
- Takes responsibility for student achievement. Evaluates, records, and reports student progress.
- Assigns lessons and corrects homework.
- Keeps attendance records.
- Confers with students, parents, and school counselors to resolve behavioral and academic problems.
- Uses audiovisual aids and other materials to supplement presentations.
- Prepares course outlines and objectives according to curriculum guidelines or state and local requirements. Develop lesson plans.
- Develops and administers assessments.
- Performs advisory duties, such as sponsoring student organizations or clubs, helping students select courses, and counseling students with problems.
- Instructs students, using various teaching methods, such as lecture and demonstration.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.
- Selects, stores, orders, issues, and inventories classroom equipment, materials, and supplies.
- 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.

**Knowledge, Skills and Abilities:**

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of arithmetic.
- Knowledge of area of teaching and ability to communicate that knowledge.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; different learning styles.

**Supervisory responsibilities:** N/A

**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.*

- Bachelor's degree
- Pass Criminal Background Check
- Valid Missouri Teaching License (<http://dese.mo.gov/eq/cert/>)
- Two (2) to four (4) years experience working in a classroom setting.
- Committed to working with under-served students
- Experience in urban school setting (preferred)
- Highly Qualified Status or plan on becoming 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.
- Ability to speak Spanish is helpful, but not necessary.

**Compensation:** Salary is based on years of experience and degree of education. A competitive benefits package is also offered.

**Application Process:**

If you are interested in applying complete an application on [moreap.org](http://moreap.org) and send your resume and letter of interest to **opportunities @guadalupecenters.org** . The application process includes two in-person interviews and teaching a sample lesson. If you would like to learn more about the schools before applying please visit us at [www.guadalupecenters.org](http://www.guadalupecenters.org).

Guadalupe Centers, Inc. conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply for all of our job openings. We are an Equal Opportunity Employer, who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability status, Genetic Information or Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law, and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.