

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.

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 – Four Years teaching experience in a classroom setting.
- Committed to working with under-served students
- Experience in urban school setting (preferred)
- Highly Qualified 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 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.

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