

GILA CROSSING COMMUNITY SCHOOL

Position: Success Academy Instruction

Reports to: Lead Principal

Overview: Assist students in remaining in school to prevent school drop outs. To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

Qualifications:

1. Arizona Teaching certificate in approved area(s)/endorsements(s).
2. Bachelor's degree in education related field.
3. Excellent written and oral skills.
4. Knowledge of Gila River Indian Community preferred.
5. Must have or be able to obtain a CPR and First aid Certification.
6. Must have a Class A or Class II Fingerprint card, or be able to obtain one within 60 days of employment.
7. Must pass an employee background investigation.
8. Must exhibit sensitivity and respect for Gila River Indian Community language, culture, history, traditions, and people.
9. Conducts duties and responsibilities in accordance with the Gila Crossing Board of Trustee's approved Policies and Procedures, Personnel manual and other reporting policies and procedures of the tribe, state, and federal government.

Duties and Responsibilities:

- Required to provide instructional services to students
- Required to coordinate with instructional staff for assignments and projects within the program.
- Required to conduct pre/post tests for students academic level
- Required to coordinate with the behavioral health staff for student services or referrals.
- Prepares yearly instructional outlines and related daily lesson plans covering relevant units of study, specifying objectives, activities and evaluative methods.
- Continuously evaluates individual and group academic progress through the use of criterion-referenced tests, periodic standardized tests, oral tests and running records, portfolio assessment and/or relevant evaluation methods and/or instrument.
- Maintains control of assigned classes and handles discipline independently except for chronic or extreme behavior problems.
- Participates in educational activities, such as professional workshop that improves personal skill for providing better services to the students.
- Provides for the proper care and use of assigned supplies and equipment, maintains an updated inventory of all supplies and materials and equipment in the classroom.
- Maintains class records such as Individual Learning Education Plans, test results, student cumulative folders, class charts, daily attendance reports, and progress reports. Submit grades promptly every nine weeks.
- Meets and instructs assigned classes in the location and time designated.
- Plans a program of study that as much as possible meets the individual needs, interests and abilities of the students and adjusts teaching methods based on individual differences among students.

- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for class assigned, and shows written evidence of preparation upon request of supervisor.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with goals, establishes clear objectives for all lessons, units, projects and the like to communicate the objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provide and the needs and capabilities of the individuals or students groups involved.
- Strives to implement by instruction and action, the schools philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Identifies the learning disabilities of students on a regular basis, seeking the assistance of school specialists as required.
- Takes all necessary and responsible precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, school policy and administrative regulation.
- Assists the administration in implementing all polices and/or rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provisions for being available to students and parents of education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plans and supervises purposeful assignments for Para Professionals and/or Monitors, and cooperatively with department heads, evaluates their job performance.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as required.
- Performs other related duties as assigned.

Physical Requirements:

May require walking; standing; bending; carrying objects such as paper, books, visual aids, etc.

Work Environment:

Work environment is generally indoors with some outdoor activities; in a classroom setting, must be able to work with interruptions.

Terms of Employment:

This is a 10 month contract position for the school year.