

UrbanPromise Wilmington Job Description

Vision

The vision of UrbanPromise Wilmington is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, volunteers, and staff in the neighborhoods of our city.

Missin

The mission of UrbanPromise Wilmington is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

Job Title	<i>Faculty Member</i>
Reports To	<i>Principal, UrbanPromise Academy</i>

Job Purpose

The Academy faculty member provides the primary instruction for assigned students and manages the classroom to provide a positive, Christian learning environment. The faculty member works in conjunction with parents, staff, and the principal to educate the whole child. In addition to academic responsibilities, the faculty member is responsible for the safety and supervision of students during the school day as well as other reasonable school-related responsibilities as assigned by the principal.

Duties and Responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.

• Foster Community in Christ

- Engage in personal spiritual development (get a mentor, bible study prayer and the like)
- Participate in staff spiritual practice events (prayer, discipleship, bible study and the like)
- Support and engage in safe practices
- Hold reporting staff accountable in UrbanPromise Wilmington discipleship expectations.
- Engage in professional development through staff retreats, training, and team building events
- Invest and support, through actions and attitudes, the UPW community
- Actively pursue UPW support raising goals through relationship development, support letters, fig trips and the like
- Have fun

- **Roles/Responsibilities**

- Participate collaboratively and professionally with other teachers and staff to promote the general well-being of the school (staff meetings).
- Engage in recruiting students for (interviews, church visits, school visits, phone calls, emails).
- Coordinate one of the grade levels as they go through school.

- **Academic instruction**

- Prepare lesson plans that integrate biblical principles and the UPS/UPA philosophy of education and that are developmentally appropriate for the grade level and enrolled students.
- In conjunction with the principal and fellow faculty members, plan and implement a program of study to include both classroom and non-classroom instruction. (Trips, guest speakers, other media, and the like.)
- Teach classes following the prescribed scope and sequence approved by the principal in basic subjects for the assigned grade level.
- Identify students' individual gifts and abilities and encourage their growth

- **Classroom and Academy Administration**

- Effectively assess performance, analyze diagnostic scores, and maintain accurate attendance and grade records (tests, mid quarter reports, report cards, and the like) for all students
- Create and maintain a clean, orderly, welcoming, environment which stimulates learning and displays student progress (bulletins boards, use of technology, and the like)
- Provide a safe environment in accordance with UPW safety policies
- Provide appropriate discipline as needed and as outlined in the the Faculty Handbook
- Work with the principal on an ongoing basis to the review and improve UPS/UPA policies

- **Student Safety**

- Ensure that students are fully supervised at all times (lunch, recess, and the like)
- Provide a safe, healthy classroom environment and abide by UPW safety procedures
- Maintain confidentiality of information regarding each student, parent/guardian.
- Be sensitive to indicators in the students of physical and/or emotional concerns (including issues of abuse, and take action as indicated by school/ministry policy, in accordance with state law)
- Render aid, comfort, and instruction in case of an emergency.

- **Parent Interaction and Communication**

- Develop professional, effective communication with parents/guardians to provide a coordinated educational experience for the child. (Phone calls, texts, email, conferences, and the like)
- Home visits as needed
- Offer opportunities for parent/guardian to come to the UPS/UPA
- Attend at least one Parent Education night

● **Volunteers**

- Coordinate placement and schedule
- Design activity/learning that volunteer is to engage in with student
- Keep volunteer records (sign-in, evaluations, and the like)
- Supervise, redirect when necessary, evaluate effectiveness, and provide feedback to the volunteer

● **Professional and Community Development**

- Participate in workshops, educational opportunities, and in-service sessions to further professional growth, and to enhance teamwork and organizational effectiveness at UPS/UPA.
- Attend and participate regularly in scheduled UPS/UPA/UPW events (chapel services, staff retreats, committee meetings, staff meetings, and the like)
- Maintain open communication with, awareness of, and respect for the larger UPW structure and its hierarchy (Executive Director, Board, and other ministry leadership)
- Comply with UPS/UPA policies as outlined in the Faculty Handbook (dress code, standards of conduct and the like)
- Foster a positive relationship with students both inside and outside of UPS/UPA. (occasional attendance at student events outside of UPS/UPA games, performances, recitals, and the like.