

UrbanPromise School Teacher/Academic Interventionist

Vision

The vision of the UrbanPromise 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.

Mission

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

The mission of UrbanPromise School is to provide an excellent Christian education for our youth in academics, life skills, and leadership.

Job Title: <i>Teacher/Academic Interventionist</i>
Reports to: <i>Principal</i>

Job Purpose

The UrbanPromise School Teacher/Academic Interventionist (TAI) provides additional instruction for assigned students and manages the classroom to provide a positive, Christian learning environment. The TAI works in conjunction with the classroom teacher, homeroom parents, staff, and the Principal to educate the whole child. In addition to academic responsibilities, the TAI is responsible for the safety and supervision of pupils during the school day and other reasonable school-related responsibilities as assigned by the principal.

Responsibilities

Listed below are the primary job responsibilities using headings and examples of the types of activities under each heading.

ACADEMIC INSTRUCTION

- Teach students following the prescribed scope and sequence approved by the Principal in basic subjects for the assigned grade level.
- Integrate biblical principles and the UPS philosophy of education throughout the Curriculum.
- Prepare lesson plans that are developmentally appropriate for the grade level and enrolled students.
- Plan and implement a program of study to include both classroom and non-classroom instruction.
- In conjunction with the Principal and fellow teachers, plan trips, guest speakers, and other media to enhance student learning.
- Maintain a positive learning environment both in the classroom and on school premises.
- Develop professional, effective communication with parents and guardians to provide a coordinated educational experience for the child. Include strengths and areas for improvement, both verbally and in writing, i.e. conferences, mid-quarter reports and report cards.
- Effectively assess performance, and maintain accurate attendance records and grade records for all students.
- Develop bulletin boards to stimulate learning and display student progress.
- Create and maintain a clean, orderly, welcoming, and stimulating learning environment.

STUDENT DEVELOPMENT

- Foster a loving, character-building environment for all students.
- Ensure that students are fully supervised at all times.
- Identify students' individual gifts and abilities and encourage their growth.
- Provide a safe and healthy classroom environment.
- Be sensitive to indicators in the students of physical and/or emotional abuse, and take action indicated by school/ministry policy.
- Render aid, comfort, and instruction in case of an emergency.

PROFESSIONAL

- Participate in workshops, educational opportunities, in-service sessions to further professional growth, and to enhance teamwork and organizational effectiveness at UPS.
- Attend and participate regularly in scheduled chapel services, staff retreats, committee meetings, staff meetings, PTF meetings, and similar events to foster a sense of community within UrbanPromise.

PERSONAL

- Maintain personal standards of conduct and grooming that project a positive, professional impression to students, families, and staff and that comply with the UrbanPromise School policy.
- Respect and submit to the constituted authority of UPS (Principal, Executive Director, UP Board, and other ministry leadership).
- Utilize the UrbanPromise School Grievance procedure (Matthew 18:15-18) to resolve conflicts.
- Work with the Principal on an ongoing basis to review and improve school policies.

OTHER DESIRABLE CRITERIA

- Plan safe, effective, and fun recreational activities for students.
- Supervise lunch periods, recess times, and After Care when needed.
- Assume housekeeping and cleaning duties as assigned.
- Maintain open and effective communication with faculty, Principal, Executive Director, and ministry administration.
- Maintain confidentiality of information regarding each student, parent, and guardian.
- Actively volunteer for other school-related tasks and responsibilities to support the mission of UrbanPromise as a not-for-profit ministry.
- Lift and carry light loads, move student desks, chairs, etc.

JOB HOURS/BENEFITS

- Duty Hours 7:30 AM to 3:30 PM daily during the school year and as provided in the employment contract. Lunch is eaten with the children. See Staff Handbook for further guidance regarding benefits.
- Remuneration Salaried – Ten-month salary (\$35,000) divided over 12 monthly payments.

Direct Reports: Teacher Assistant (If applicable)