

**FLAGSTAFF ARTS AND LEADERSHIP ACADEMY**  
**2018-2019 Middle School Social Studies/Yearbook Teacher**

**POSITION/TITLE:** Teacher  
**TERMS OF EMPLOYMENT:** 10 Months  
**SALARY:** As per Academy Salary Schedule  
**FLSA STATUS:** Exempt  
**BENEFITS:** Standard Package

**QUALIFICATIONS:**

1. Holds a bachelor's degree or a more advanced degree from an accredited institution, and
2. Holds a valid Arizona teaching certificate (preferred)
  - a.) Passed the Arizona Educator Proficiency Assessment Subject Knowledge Test; or
  - b.) Holds an advanced degree in the core academic subject area; or
  - c.) Holds National Board Certification in the core academic subject area, or
  - d.) Has a major/ 24 credit hours in the core academic subject area.
3. Related teaching experience is preferred.
4. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**JOB GOAL:** Provide direct instruction following Arizona State Standards for Middle School 7th and 8th Grade Social Studies. Additionally work with wide range of students from middle and high school to produce the 2018-2019 FALA Yearbook.

To create a flexible program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for higher level education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

**DUTIES AND RESPONSIBILITIES:**

1. Teach, instruct, demonstrate, inform, perform, direct, and repeat as needed, for pupil learning in the assigned area, utilizing the course of study adopted by the Board, and other appropriate learning activities.
2. Instruct pupils in citizenship and basic subject matter specified in state law, administrative regulation, and procedures of the Academy.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Performs lesson plans into learning experiences in order to best utilize available time for instruction. Creatively explores and organizes big ideas and themes.
5. Designs student activities that involve collaborative problem-solving relating to authentic issues.
6. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.

7. Habits are posted and the language of the habits is meaningfully incorporated into classroom activities.
8. Makes reference to and meaningfully incorporates the FALA habits into all curricula.
9. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
10. Crafts a diversity of assessments based on the FALA habits.
11. Implements a district-created summative assessment at the end of each semester for all students in all courses.
12. Develops and assess a growth portfolio for all students in all courses.
13. Communicates with parents through conferences and other means to discuss pupil's progress and interpret the Academy programs.
14. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
15. Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers. Maintains a current and effective website for each course.
16. Maintains professional competence through in-service education activities provided by the Academy and self-selected professional growth activities.
17. Participates cooperatively with the appropriate administrators to develop the method by which the teacher will be evaluated in conformance with district guidelines.
18. Selects and requisitions books and instructional aids approved by the Board; maintains required inventory records.
19. Supervises pupils in out-of-classroom activities during the assigned working day.
20. Makes service learning an authentic curricular component of at least one course.
21. Creates a collaborative project in at least one course with another colleague at FALA.
22. Administers group-standardized tests in accordance with district testing program.
23. Participates in curriculum development programs as required.
24. Participates in faculty committees, school related activities and the sponsorship of pupil activities.
25. Is responsible for continuing learning of all students.
26. Any other duties as assigned.