**Job Description: Grade 3-6 Elementary English Teacher**

Arizona Language Preparatory School is a K-6 public charter school located in North Phoenix that serves students from around the Greater Phoenix area. All students are instructed in Chinese, Spanish, and English in a full language immersion environment.

Purpose Statement

The job of **English Elementary Teacher** is done for the purpose/s of providing support to the instructional process by serving as an elementary school teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to the Principal.

**Essential Functions**

Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.

Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.

Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.

Demonstrates pedagogical approaches that engage learners for the purpose of providing an effective program that addressing individual student requirements.

Differentiates classroom work for the purpose of providing students with instructional materials that address individualized learning within established lesson plans.

Facilitates student learning for the purpose of achieving success in academic, interpersonal and daily living skills through a defined lesson plans.

Instructs students for the purpose of improving their success in academics through a defined course of study.

Manages student behavior for the purpose of providing a safe and optimal learning environment.

Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.

Organizes age appropriate indoor and outdoor activities for the purpose of ensuring student participation in learning activities.

Participates on PLC team for the purpose of reviewing data and instructional practices.

Participates in a variety of meetings (e.g. staff, district, IEPs, 504's, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.

Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, inappropriate social behaviors, etc.) for the purpose of maintaining students’ personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.

Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

**Other Functions**

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Experience:** Job related experience is desired.

**Education:** Bachelor’s degree in job-related area required.

**Certificates and Licenses and Clearances** Arizona Teaching Certificate preferred, or candidate must be in process of obtaining.

**SEI Endorsement Preferred**

**Valid Fingerprint Clearance Required**

**Job Types**: Full-time, Contract

**Salary:** $36,000.00 to $40,000.00 / year DOE and certification