



Job Posting:

Academic Coordinator / Teacher

THE SCHOOL

Crater Lake Charter Academy (CLCA) is an Oregon nonprofit corporation, based in the famous Rogue Valley region of Southern Oregon. Founded in 2014, CLCA is an Oregon public charter school, supporting student development through a blend of an online curriculum system and an physical learning center. There are 300 students enrolled at CLCA, from kindergarten through high school, who are supported by a team of professionals, both certified and paraprofessionals.

PROGRAM: Crater Lake Charter Academy

POSITION: Academic Coordinator / Teacher

COMPENSATION: Pay Rate: \$37,661 - \$71,430, depending on experience

HOURS: Full Time (40 hours per week / 220 days per year)

OPENING DATE: February 25, 2019

APPLICATION PROCEDURE:

1. Application
2. Letter of interest
3. Resume' of qualifications

CLOSING DATE: Screening begins March 29, 2019, position open until filled

POSITION START DATE: July 1, 2019

EMPLOYER WEBSITE: www.craterlakecharter.org/employment

PURPOSE: Helps students learn subject matter and/or skills in a positive atmosphere that will result in their development as responsible, respectful, and independent learners. The Academic Coordinator provides leadership within the academic programs focused on data and assessment. Will support professional development for staff members, especially centered on data and assessment.

REPORTS TO: School Administrators

ASSIGNMENT: Academy Campus

QUALIFICATIONS:

- Hold current Oregon Teaching Certificate with proper endorsement(s) in the subject matter and grade level assigned.
- Designated as Highly Qualified by TSPC where appropriate.
- Maintain a valid Oregon Driver's License and personal transportation.
- Designated as Bi-Lingual where appropriate.
- Pass required criminal background check.

ESSENTIAL FUNCTIONS:

- Planning and preparation, instruction, classroom environment, professionalism.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Plans, teaches and evaluates student performance at a high level.
- Is familiar with and adheres to all relevant Board policies and administrative regulations, TSPC standards, building rules, and applicable state and federal law.
- Supports the philosophy and mission of the Charter School.
- Demonstrates appropriate collaboration and leadership skills.
- Provides for the health and safety of students in all school settings.
- Good communication, organization and computer skills.

PHYSICAL REQUIREMENTS:

- Stamina for eight hours of student instruction and supervision.
- Use of hands for repetitive motions, such as writing and typing.
- Standing/walking: 3-6 hours/day
- Sitting: 2-4 hours/day
- Occasional bending, kneeling, squatting, climbing of stairs or ladders.
- Lifting/carrying: up to 40 lbs.
- Occasional physical interaction with students, as provided by law and to ensure the physical safety of the student and/or others.

GENERAL RESPONSIBILITIES:

- Plans a developmentally appropriate program of study that meets the individual needs, interests and abilities of students and aligns to state standards of learning while fitting in to the goals and mission of the School.
- Creates a learning environment that is conducive to learning and appropriate to the development and interests of students.
- Develops and enforces written rules for student behavior.
- Achieves and maintains proficient levels of performance, as described in the Charter School evaluation policies and procedures and as communicated by the administration.
- Guides the learning process toward the achievement of curriculum.
- Establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Employs instructional methods and materials that are most effective for meeting stated objectives.
- Possesses Skills to communicate effectively and problem solve with school principal and other stakeholders.
- Administers state and federal tests in accordance with established rules and procedures.
- Assesses the accomplishments of students on a regular basis by using formative and summative assessment and provides individual feedback on reports as required.

- Identifies possible learning-related disabilities of students, documents as necessary, provides intervention and seeks the assistance of Charter School specialists as needed.
- Collaborates with colleagues, students, and/or parents on a regular basis.
- Develop and maintain positive, appropriate professional relationships with students and recognize necessary boundaries in interacting with students.
- Model personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Assists the administration in implementing all policies 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.
- Plans purposeful assignments for teacher aid(s) and/or volunteer(s) and provides job performance feedback to administrators as appropriate.
- Speak and behave in a professional manner with students, colleagues and members of community.
- Attends meetings and serves on committees as needed.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Stays current with research and best practices.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Align with School goals, and follow specified standards, policies, and procedures of the building and School.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the Charter School and through consultation with Charter School support staff and attendance at Charter School in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Perform other duties as assigned by the principal.

Crater Lake Charter Academy is an Equal Opportunity Employer, and in accordance with Federal and State legislation, including Title IX, title VIII, ORS 659.150, does not discriminate on the basis of race, sex, religion, age, national origin, disability or marital status in employment or educational programs.