

**Prodeo Academy**  
**K – 3 Classroom Teacher**  
**Position Description**

<b>Job Title</b>	K-2 Classroom Teacher
<b>Primary Purpose</b>	To serve as the primary instructor within the classroom. The classroom teacher is responsible for all reading, writing, phonics, and math instruction. The classroom teacher manages the students in their class and provides a supportive, intellectually engaging atmosphere.
<b>Reports To</b>	Academic Dean/Academy Director

**Qualifications**

- Bachelor's degree; Master's Degree in education or related field preferred.
- Current applicable license/certification or the ability to immediately become licensed/certified.
- Demonstrated knowledge and ability to work effectively and relate comfortably with parents, children and their families.
- Ability to work independently and as a team member.
- Strong organizational, planning and coordination skills.
- Ability to mediate, manage conflict and perform successful negotiations.
- Strong interpersonal and cognitive skills in analysis, assessment, creative and critical thinking, problem-solving and decision-making.
- High level of computer competency in Windows environment required, and familiarity with search engines and search technology preferred.

**Key Result Areas**

- Create and implement instructional resources for use in the classroom
- Create positive educational climate for students
- Meet school-wide performance goals including at least one year's growth for each student
- Participate in ongoing professional development
- Be regularly observed and participate in coaching meetings where a learning goal is planned and implemented
- Modify lessons over the course of the school year to meet student needs
- Maintain grades and write report cards
- Utilize curricula that reflects the diverse educational, cultural, and linguistic background of the students served
- Follow the school-wide behavior system
- Establish and communicate clear objectives for all learning activities
- Maintain communication with students' parents or guardians
- Administer school-wide assessments and turn in data
- Attend all school-wide meetings

**Prodeo Academy**  
**K – 3 Educational Assistant**  
**Position Description**

**Reports To**

Dean of Students /Academy Director

**Job Title**

Educational Assistant

**Primary Purpose**

To serve as an academic or behavioral support to a student or a small group of students in the classroom. The educational assistant collaborates with the classroom teacher to ensure the success of the scholars they work with in the classroom.

**Qualifications**

- Bachelor's degree preferred.
- Demonstrated knowledge and ability to work effectively and relate comfortably with parents, children and their families.
- Ability to work independently and as a team member.
- Strong organizational, planning and coordination skills.
- Ability to mediate, manage conflict and perform successful negotiations.
- Ability to assume the best about scholars and maintain patience and composure during difficult situations.
- High level of computer competency in Windows environment required, and familiarity with search engines and search technology preferred.

**Key Result Areas**

- Implement instructional resources for a small group of children in the classroom
- Create positive educational climate for students
- Participate in ongoing professional development
- Modify lessons over the course of the school year to meet student needs
- Utilize curricula that reflects the diverse educational, cultural, and linguistic background of the students served
- Follow the school-wide behavior system
- Establish strong relationships with scholars
- Maintain communication with students' parents or guardians
- Support accommodations during school-wide assessments
- Attend all school-wide meetings

**Prodeo Academy**  
**Family Engagement Social Worker**  
**Position Description**

<b>Reports to:</b>	Academy Director
<b>Job Title</b>	Family Engagement Social Worker
<b>Primary Purpose</b>	The principle tasks of the Family Engagement School (FES) Social Worker are to: help students and families make the best use of available opportunities and resources; and fully develop each student's individual potential.
<b>Receives Direct Reports From</b>	
<b>Provides Work Direction To</b>	Behavioral Support Staff

**Qualifications**

- Bachelor's degree in Social Work or related field required; Master's Degree in social work or related field preferred.
- Current applicable license/certification or the ability to immediately become licensed/certified.
- Significant experience in child welfare, education or juvenile justice system (5 or more years) required. Experience with youth and/or family-based services preferred.
- Demonstrated knowledge and ability to work effectively and relate comfortably with parents, children and youth with special needs and their families, while maintaining professional boundaries.
- Demonstrated skill in accurate and timely documentation for social work practice.
- Ability to work independently and as a team member.
- Knowledge of and ability to utilize community resources, including multicultural resources.
- Ability to build individual relationships and facilitate group interaction.
- Excellent public relations skills, with the ability to communicate clearly and effectively both verbally and in writing with diverse individuals, and demonstrate cultural competency.
- Strong organizational, planning and coordination skills.
- Ability to mediate, manage conflict and perform successful negotiations.
- Ability to work collaboratively with Anu Family Services staff and other key stakeholders.
- Strong interpersonal and cognitive skills in analysis, assessment, creative and critical thinking, problem-solving and decision-making.
- High level of computer competency in Windows environment required, and familiarity with search engines and search technology preferred.
- Valid Driver's License, auto insurance, reliable transportation and ability to travel.

**Key Result Areas**

*Services to Youth*

- Utilize, model, and teach trauma-informed responses to behavior.
- Conduct classroom meetings and psycho-educational social skills groups and classroom presentations on identified areas of concerns, as needed.
- Provide social work case management, risk assessments and functional behavior assessments, as needed.
- Identify and assesses academic problems through analysis of factors impinging on student adjustment, including factors in the home, school, and community.
- In conjunction with school staff, assist with crisis intervention services, as need.

*Services to Families*

- Visit with families whose youth are more significantly challenged in school.

- Use parent coaching interventions to assist families in managing challenging behaviors and decreasing trauma responses.
- Serve as a liaison between families and the school to positively promote collaborative processes in educational planning for students by encouraging parent/guardian participation in the school setting.
- Provide parent/guardian educational workshops on identified issues related to child development, stress reduction, discipline and safety, and teacher/parent/student communication.
- Establish communication and positive connections between the parent/guardian and school around identified issues.
- Locate and collaborate with community services and resources to support families in order to foster students' educational and emotional functioning.

#### *Services to School Staff*

- Ensure systemic wellbeing of Prodeo Academy and its teachers and staff by promoting a culture of wellbeing.
- Provide staff consultation regarding issues impacting student participation in the learning process.
- Provide staff development to teach and model trauma-informed behavioral supports to teachers and staff.
- Provide classroom observation, when requested, for the purpose of observing students in various environments.
- Support teachers and staff in addressing non-academic challenges to learning youth may have, due to external factors influencing their readiness for learning.
- Collaborate with school staff and other school system personnel in implementing strategies to promote student learning.
- Develop programs and interventions to assist parent/guardian participation in the school, and engagement in the educational process.

#### *Supervision & Administrative Requirements*

- Attend and participate in trainings, regular supervision with both Prodeo and Anu.
- Communicate in an effective and timely manner with Anu and Prodeo staff.
- Participate as a member of school-based teams to develop interventions for promoting students' academic success.
- Serve on both school-based and system-wide committees to address educational issues, adjustment problems, safety issues, and program development for students, as requested.
- Maintain required clinical records and submit appropriate documents for outcome reports, with adherence to program standards in school social work, in a timely manner.

#### *Professional Consultation and Coordination*

- Actively participate through giving and seeking input from supervisor(s) and colleagues in supervision, case reviews and other clinical meetings to ensure broad consultation and best practice approaches to the most difficult cases.
- Participate as team member with Prodeo Academy staff, youth and their families, as well as colleagues at Anu Family Services, to ensure continuity of services to youth, which promote educational success.

**Prodeo Academy  
Special Education Teacher  
Position Description**

**Job Title**

Special Education Teacher

**Primary Purpose**

The Special Education Teacher ensures that all special education students produce breakthrough academic results. The Special Education Teacher holds primary responsibility for the development, implementation, and assessment academic intervention at Prodeo Academy. The Special Education Teacher ensures that the IEP needs of all special education students are met with robust and rigorous strategies.

**Reports To**

Director of Special Education

**Qualifications**

- Bachelor's degree; Master's Degree in education or related field preferred.
- Current applicable license/certification or the ability to immediately become licensed/certified.
- Demonstrated knowledge and ability to work effectively and relate comfortably with parents, children and their families.
- Familiarity with intervention programs in reading and mathematics.
- A proven track record of student achievement for special education students.
- Ability to work independently and as a team member.
- Strong organizational, planning and coordination skills.
- Ability to mediate, manage conflict and perform successful negotiations.
- Strong interpersonal and cognitive skills in analysis, assessment, creative and critical thinking, problem-solving and decision-making.
- High level of computer competency in Windows environment required, and familiarity with search engines and search technology preferred.

**Key Result Areas**

- Manage academic intervention for a portfolio of several high needs students.
- Participate in teacher teams as issues surface and engage in collaborate consultancy, promote robust special and general education partnerships.
- Work with school community in developing problem-solving strategies.
- Implement progress-monitoring systems for interventions.
- Advocate for changes in practice that will support improved performance of SWD (Students with Disabilities) and English Language Learners.
- Provide support to classroom teachers around successful interventions at regularly scheduled meetings.
- Ensure that student records and documentation for special education issues are accurate, timely, and meaningful. Professional Development.