

## POSITION DESCRIPTION

Prodeo Academy, a PK-5th grade public charter school serving the Twin Cities, is a meaningful education solution that is closing the opportunity gap through data driven instruction in a culture based on a foundation of five core values: Perseverance, Respect, Integrity, Development and Enthusiasm. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. We are looking for team members committed to helping our students access greater opportunities, achieve future success, and contribute to the vitality of our community.

**Reports To:** Principal

## VISION FOR POSITION

Specials teachers are committed members of a school team that is closing the opportunity gap by providing meaningful extension experiences and learning for our scholars, Monday through Friday, approximately 3 hours a day. A Prodeo Academy Specials Teacher is intensely focused on each student's growth. In order to do this, the Specials Teacher provides a loving, structured classroom rooted in high expectations for behavior and learning. The Specials Teacher will report to the Principal, and will work in partnership with all members of the school team. The Specials Teacher also understands that their block provides a common planning period for teachers on each grade level team and is committed to excellent attendance. This opportunity is ideal for someone who is energized by challenging work, hungry for feedback, and is able to work collaboratively across lines of difference with an emphasis on cultural sensitivity and inclusiveness.

## POSITION FUNCTIONS

### Instruction

- Provides targeted instruction to students
- Adopts and articulates the most effective instructional practices
- Works hard to be an expert in the curriculum
- Works in collaboration with other Specials Teachers

### Classroom Management

- Radiates warmth; is a positive presence when standing in front of students
- Speaks with leadership and confidence
- Creates a safe, predictable environment for students; has high expectations for students
- Values school-wide consistency and implementation of the most effective practices, follows school's Common Picture routines, procedures and expectations

### Data Analysis

- Sets and achieves ambitious goals with students
- Manages and shares data regularly – despite specialized instruction, regularly assesses students (though assessment and data tool may be different than typical content areas such as Math and Reading)

**PERSEVERANCE   RESPECT   INTEGRITY   DEVELOPMENT   ENTHUSIASM**

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- Identifies strengths and growth areas in classroom/ grade level/ schoolwide data and gets “granular” – will pinpoint trends in small group and individual students’ data
- Develops Data Driven plans every 6 weeks for small groups and individuals

### **Professional Development**

- Attends all professional development offered by the school, including a 2-week training in August
- Attends coaching meetings, is receptive to frequent observations, and implements feedback
- Is organized and well-prepared for all sessions
- Follows through on next steps from professional development
- Works hard to achieve professional goals

### **Communication**

- Recognizes when a student’s situation is urgent and prioritizes accordingly
- Shares resources and plans regularly
- Checks and responds to email and phone messages within 24 business hours
- Speaks kindly of others at all times
- Stays solutions-orientated when faced with complex challenges

## **SKILLS & REQUIREMENTS, DESIRED QUALIFICATIONS**

### **General Requirements**

- Education required: BA/BS degree
- Certification/Licensure required: Licensure in area of teaching assignment or qualifications to acquire a variance
- Other Desired:
  - Record of exemplary results with students
  - Advanced training beyond minimum license requirement
  - Knowledge and application of assessment tools and data management
  - Experience related to students who have experienced trauma
  - Experience in behavior management techniques

### **Knowledge & Skills**

- Outstanding attention to detail and willingness to get the job done
- Excellent organizational, planning, and implementation skills
- Ability to communicate and interact effectively with multiple stakeholders
- Able to multi-task and work in a fast paced entrepreneurial environment
- Knowledge and proficiency of MS Office (Word, Excel, Powerpoint) and Google Suite
- 4-year college degree preferred, but not required

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