



Providing Alternative Education Opportunities to Milwaukee Youth

2320 West Burleigh Street • Milwaukee, Wisconsin 53206 • Phone (414) 874-0283 • Fax (414) 874-0284

## Competency & Fine Arts Teacher

**STATUS: Full-time, Academic Year - 191 days, Exempt**

**SALARY: Base salary \$42,000 plus benefits, higher based on experience and qualifications**

**LOCATION: 2320 W Burleigh St, Milwaukee, WI 53206**

NOVA High School was founded in 1993 as an alternative, school-to-work program for “at-risk” students residing on the northwest side of Milwaukee and is a part of the TransCenter for Youth network of schools. NOVA has a long history of offering students career-based learning. NOVA’s vision is to guide each student in finding their individual purpose in life in order to make a positive contribution to their communities, be responsible digital citizens, and live a full and healthy life.

### Summary

The Competency & Fine Arts Teacher will Focus on academic support to help program students appropriately into needed Competency classes as well as traditional classes, if needed. They will also connect students to fine arts projects in the community that can count (or help count towards) fine arts graduation requirements.

### Core Attributes

**Commitment to Justice and Equity:** Recognizes the role of race, gender, other identities and socio-economic conditions in shaping disparities and disposition, is driven to improve conditions, and proactively learns about race, equity, and identity.

**Results-Orientation:** A proven track record of achievement and producing results (rather than getting immersed in process), perseveres despite obstacles. Solution oriented vs. stuck on obstacles.

**Communication and People Skills:** Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to deal with sensitive and confidential information.

**Technology Driven:** Must be able to navigate different technology platforms, including SIS (JMC and IC), Edgenuity, Xello, Google Education Suite, and Microsoft Office Suite.

### Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as leadership may deem necessary from time to time.

- Create individual career plans for students with guidance through postsecondary options, including college applications, scholarships, and FAFSA completion.
- Maintain transcripts and graduation checklists for competency students.
- Evaluate the progress of students and reinforce the sense of accomplishment to keep them motivated.

- Develop programming where students are aware of and exposed to career options and community support.
- Guide students through appropriate and needed competency courses, with modifications necessary for student ability or IEP specifications.
- Conduct home visits as needed.
- Keep up to date with Competency Program Professional Development, mandates, and curriculum.
- Cooperate with parents and teachers, as well as other interested parties, to help students progress towards graduation.
- Complete assessments and tests, analyze results, and provide feedback for competency students.
- Maintain and update student records (i.e. keep Competency progress data with dates, grades, and class completion).
- Complete transcript audits; input data into IC; produce up to date student schedules on an as needed basis in a timely fashion.
- Collaborates and/or between teachers and parents.
- Consults with outside agencies in order to bring in necessary resources for the success of students, staff, and families.
- Work with teachers to identify students at risk.
- Participation in IEPs if needed.
- Oversee Fine Arts projects based on student interests and availability of programming.
- Look over and grade fine arts projects appropriately.
- Make sure Fine Arts credit is placed on student transcripts.
- Experience in working with children and families in school or clinic setting.
- Knowledge and skills necessary to provide counseling support, feedback to parents.
- Understanding the nuances of the urban school environment and culture.
- the ability to effectively communicate with all internal (NOVA, TCY, MPS) and external (Parents, Community Partners, Colleges/Universities, CTE programs)
- The ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Demonstrated self-starter with the ability to work with minimum supervision.
- Able to communicate effectively; maintain professional integrity, conveys facts and information clearly both verbally and orally.
- Able to collaborate well with others: proactively contributes to group objectives; volunteers to help others.
- Able to build credible, trusting relationships with all stakeholders.
- Able to conduct home visits

#### **Education and/or Experience**

- Bachelors
- Wisconsin Teacher's License
- Alternative Education License
- Drivers license

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills**

Ability to speak effectively to other employees of the organization.

**Mathematical Skills**

Ability to calculate figures and amounts such as overtime, time report calculations, and percentages.

**Reasoning Ability**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach above shoulders. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Equal Employment Opportunity**

TransCenter for Youth(NOVA) is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, creed, religion, sex, marital status, pregnancy (including childbirth and related conditions), age, ancestry, national origin, disability, genetic information, veteran or military status, sexual orientation, gender identity, arrest and conviction records, the use or nonuse of lawful products off the employers' premises during nonwork hours, declining to attend meetings or participate in communications about religious or political matters, or any other characteristic protected by law.



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FOR YOUTH