



## Teacher Job Description

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

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

**LOCATION: 1127 S. 35th St., Milwaukee, WI 53215**

**REPORTS TO: Co-Directors**

El Puente High School, part of the TransCenter for Youth network of schools, is committed to providing a small, safe, and nurturing learning environment in which students focus on becoming contributing members of society. We believe that a solid and well-rounded academic education is the essential cornerstone in building a successful future for each of our students.

### **Vision and Mission**

**Vision:** We envision providing students a rigorous and relevant curriculum with nurturing and safe relationships with staff.

**Mission:** We believe that a solid academic education will allow our students the most opportunities when they graduate from our program. We want to help our students learn how they learn best, learn what social skills will allow them to resolve conflict peacefully, and how to manage their lives successfully both inside and out of the school building. We expect everyone, staff and students alike, to give their best effort. We expect you as a student to work hard and to learn. We expect that you will treat everyone in the El Puente community with respect and compassion.

El Puente's program is designed to prepare students for moving into a university setting, technical training or full time employment. El Puente's academic year follows a modified year-round schedule. The academic year begins in August and continues through June.

### **Summary**

The primary responsibility of this position is to develop students' knowledge and problem solving skills, encourage a respect for learning, and foster students' self-esteem, motivation, and sense of responsibility. Teachers will provide instruction and learning activities appropriate to the assigned subject area. Teachers will maintain a classroom atmosphere and environment that is conducive to learning, as well as maintain the most appropriate and highest learning expectations of all students at all times.

### **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.

**Student-Oriented:** Seeks to understand and support the whole child, knowing that fostering strong relationships through consistent expectations ultimately leads to greater student success. When managing classroom behaviors or student concerns, the teacher is solution oriented, rather than stuck on obstacles. The teacher encourages academic achievement through high expectations paired with positive support and consistency.

**Communication and People Skills:** Must be adaptable to performing under stress and when confronted with persons acting under stress. Seeks to understand behavior in order to address the root cause. Works collaboratively within the school environment. Must be able to maintain confidentiality with sensitive information.

**Technology Driven:** Must be able to navigate different technology platforms, including the student information system, SMARTBoard technologies, and Google for Education 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.

- Develop, plan and effectively teach the curriculum within the classroom.
- Individualize the content when necessary to meet each student's learning needs.
- Accurately assess and keep record of student progress.
- Exhibit classroom management skills and handle discipline in the classroom and, when necessary, refer concerns to appropriate staff.
- Effectively manage each group of students while providing for a variety of learning styles, ability levels, and educational/ linguistic background.
- Continuously monitor student learning and make appropriate modifications of goals and strategies to meet students' needs.
- Develop and hand in course outlines quarterly.
- Interact cooperatively with other staff members in the development of cohesive curriculum materials and the establishment of instructional goals.
- Commit to a culture which promotes learning and growth for all.
- Establish a rapport with students; show caring and interest in all students.
- Challenge students academically while supporting the whole child, including the development of social-emotional skills.
- Advise a cohort of 20 - 25 students, coaching them as they complete curricular requirements.
- Uphold student safety at all times.
- Select and sequence appropriate materials, resources, and approaches according to the course/content area and audience of learners.
- Be available for after school requirements, such as parent teacher conferences.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

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

- Bachelor's degree
- Licensure (or eligibility for such licensure) in the appropriate certification area; ability to obtain within one year, or will consider license with stipulations/enrolled in certification program
- Bilingual in English and Spanish preferred

### **Reasoning Ability**

Ability to apply common sense 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.

### **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. This role will be in-person, in the community, and based out of the El Puente High School located at 1127 S 35th St, Milwaukee, WI 53215.

### **Equal Employment Opportunity**

TransCenter for Youth (El Puente High School) 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.

