



# Creekside Charter Management

## Job Description

**School:** Creekside Charter School

**Position Title:** Supervising Teacher 6<sup>th</sup> grade

**Salary Placement:** Certificated Salary Schedule. We limit new employees to a maximum of 8 steps on our schedule

### **General Creekside Charter Working Philosophy:**

Creekside Charter is committed to creating a work environment where teachers are recognized as professionals in an ever-changing field. Creekside teachers are expected to provide a classroom environment that is in line with our foundational pillars: relationships, academic excellence, and flexibility. We expect all teachers will help make our school better. Administration works to minimize traditional school hierarchy to give teachers voice in the future direction of Creekside Charter. Our culture of “yes” allows for new ideas to be appreciated and implemented. Lastly, we believe that working at Creekside should be fun, and we seek members to our team that will add to a positive work culture.

### **Class Size:**

22 students

### **Work Benefits:**

1. Dedicated and talented colleagues to collaborate with
2. Three personal days and one vacation day per year that can be utilized for any reason
3. Six sick days per year
4. Induction program paid for by Creekside, if needed
5. Four days with students, Monday-Thursday; Fridays are reserved for meetings, independent study support, and teacher prep
6. Every other Friday teachers may work from home
7. STRS retirement plan
8. Stipends available for after school programs, and leadership opportunities
9. Stipends from our PTO and CCM Board given to all staff based on the success of our annual fundraising. While this is not guaranteed, on average, staff have received \$3000/year in stipends the last three years
10. \$2000 master's stipend
11. \$3000 moving allowance
12. Great community support with exceptional families and students
13. Curriculum choice (exception, we do have a k-8 math curriculum)
14. Dedicated professional development dollars including travel. We want teachers to learn.
15. Palisades Tahoe Season Pass for \$509 (no black out dates)
16. Incredible location at the base of Palisades Tahoe in the heart of the Tahoe Basin
17. We offer independent study on snow/ smoke days thus making for a shorter calendar year than traditional districts.

### **Minimum Qualifications:**

Must hold a current California multiple-subject teaching credential, current CPR/First Aid Certificate (including pediatric first aid/CPR), clear Livescan DOJ report, clear TB test.

### **Summary of Position:**

At-will supervising teacher. At will agreement constitutes 186 work-days. Supervising Teacher works with CCM's



Executive Director and staff in achieving the goals and meeting the requirements of the Creekside Charter School's charter for purposes of assisting CCM in implementing its purposes, policies and procedures pursuant to the guidelines outlined in the CCM Staff Handbook. Specifically, the Supervising Teacher:

1. Designs and maintains a safe, equitable and engaging learning environment.
2. Supports and guides parents in all aspects of their student's education through a variety of communication methods.
3. Is responsible for planning, individualizing, monitoring, documenting and evaluating the academic progress of each student assigned to him/her in accord with the mission and education philosophy of the school.
4. Has a working knowledge of CCM policies and procedures as set forth in the employee handbook and the student-parent handbook, and consistently upholds such policies and procedures.
5. Documents student assignments and academic engagement through the school's learning records system.
6. Consistently demonstrates expertise in the state adopted standards within the teaching assignment.

### **Essential Functions:**

The Essential functions of a Supervising Teacher may include but are not limited to the following:

### **Classroom Instruction Responsibilities:**

1. Prepares and submits standards-based annual curriculum map covering all subjects for assigned grade.
2. Designs and facilitates instruction to students in a classroom setting Monday through Thursday. Maintains a classroom environment that engages students in collaborative, integrated, and creative lessons, and is in line with state and common core standards.
3. Develops and provides student instruction in a manner which is in alignment with the mission of the school and the laws of the State of California.
4. Collaborates with parents to provide independent study assignments for academic engagement on non-classroom days.
5. Works with parents to identify needs and learning styles of students in all subject areas.
6. Orders appropriate curriculum and resources pending Executive Director Approval.
7. Tracks arrival of classroom materials and maintains a materials list.
8. Communicates with students, parents and staff in a professional manner which is positive, supportive and accurate.
9. Completes a Master Agreement with student and parents prior to each term the student is enrolled at CCS.
10. Completes and posts a Student Assignment and Work Record prior to the commencement of each learning period.
11. Completes Attendance Records:
  - Documents and records attendance in a timely manner within school pathways
12. Assembles signed learning records within 2 weeks of the end of each learning period.
13. Student Portfolios:
  - Assembles two student work sample per subject for each learning period.
  - Places date, an ADA time value, grade and comment on student work samples.
  - Supports administration in assembling student learning records files for each term.
14. Stays current on curriculum and materials availability, researching catalogs, online, resource library and networks with other teachers for curriculum and materials and posting online resources to website/blog.
15. Maintains working knowledge of a variety of technological skills and online resources
16. Checks e-mail and responds regularly on all contract days.
17. Creates a weekly newsletter to parents.
18. On "flex" days is available by phone or e-mail and shows dedication towards the tasks outlined within this job description.



19. Completes appropriate grade level report cards for students for each semester
20. Administers regular informal and student assessments, including all state mandated assessment testing (i.e. CAASPP, Physical Fitness, etc.) and tri-annual or other assessments each term. Documents student achievement data from various assessments and uses the data to guide subsequent lesson planning and facilitation decisions. Supports students with test preparation.
21. Regularly monitors school materials and equipment that are checked out to students, including books, computers and power cords, and ensures that all equipment and materials are returned in good working order.
22. Special Education:
  - Identifies new students with an IEP and is familiar with regulations and necessary paperwork.
  - Participates in all necessary Student Study Team or IEP meetings.
  - Works closely with special education team and parents of students to Incorporate IEP/SST strategies within classroom instruction or independent study.
23. Organizes, coordinates or informs parents of field study/field trips in compliance with federal, state, district and school guidelines.
24. Attends all staff meetings and mandatory in-services.
25. Has a working understanding of the Creekside LCAP and works to implement school wide goals at the classroom level.

#### **Physical Demands:**

- Frequent: Sitting, walking, standing, and willingness to be outdoors in all elements.
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

#### **Special Events:**

Teachers will work with administration and attend, PTO and parents in support of special events such as:

- Back to School Night
- Open House / Spring Concert
- Town Hall Meetings
- New Family Orientations
- Souper Bowl
- Gala
- Volunteer Appreciation Lunch
- Outside Recruitment Events (2 per year)

#### **Non-Classroom Responsibility:**

1. Teachers will be responsible for at least one non-classroom responsibility as a part of their overall contributions to the school, as coordinated with the Executive Director. (first year teachers are exempt, but encouraged to consider this)
2. Yard Duties and Daily Dismissals: Teacher provides morning and lunch recess supervision according to a schedule established at the beginning of the school year. Additionally, teacher is responsible for supervising his/her assigned students until they have been picked up at the end of the day.

#### **Fridays and other Non-Instruction Days:**

Fridays and other non-instruction days are reserved for staff collaboration, team meetings, professional development, project and lesson planning, learning records production and review, and staff and/or teacher-parent conferences, unless otherwise designated. The Executive Director may call a “flex” Friday. These are not a day off, but rather a day that a teacher is not required on campus. Teachers that are using this time as a personal day should put in for a personal day request.