

FLSA Status: Exempt-Full Time
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Job Title: Teacher
Reports To: Director of Education
Prepared Date: 02/26/2019; 5/24/2023; 5/2/25

Summary:

A teacher at Positive Tomorrows is the primary educational service provider of the organization and therefore must maintain a visionary, progressive, and evidence-based approach to educating students. The teacher is responsible for providing an educational atmosphere where students experiencing homelessness have the opportunity for intellectual, emotional, physical, and psychological growth, as directed by the Purpose Statement, Mission Statement and Strategic Plan. The teacher is responsible for organizing and implementing an instructional program that employs an arts-integrated approach and will result in accelerated academic growth in each student. Teachers at Positive Tomorrows are responsible for focusing on the teaching of Math, Reading & Writing, Social Studies, Science, Handwriting, and Spelling to students at a variety of academic levels and social abilities. The simple view of reading is the model Positive Tomorrows utilizes which incorporates the components of the science of reading (phonological awareness, phonics and word recognition, fluency, vocabulary and oral language comprehension, and text comprehension). Study skills and appropriate behavior is also taught in the classroom.

Essential Duties and Responsibilities:

- Plan weekly curriculum, including daily lesson plans that highlight differentiation and individualized instruction, modifying as necessary due to challenges in the classroom and individual student needs.
- Follow Oklahoma Academic Standards in developing curriculum; coordinate curriculum and activities as appropriate with level taught.
- Adapt curriculum into hands-on and tactile activities for multi-level learners as required.
- Prepare materials necessary for instruction.
- Plan and maintain classroom supplies and equipment according to classroom needs; follow PT procedure for requesting new items and restocking used materials.
- Plan and implement creative activities to enforce verbal communication and social skills.
- As a student's primary authority figure, monitor children inside and outside the classroom (lunchroom, playground, field trips) as required. Maintain a safe environment for all.
- Maintain a clean and structured classroom.
- Continually assess academic, social, and emotional needs of students. Lead children in social/behavioral skills for better communication and social function.
- Provide trauma informed classroom management and discipline structure to promote positive behavior.
- Collaborate with Family Services and school counselor regarding student social growth and development and how to address behavior problems.
- Provide regular, consistent communication with parents at least monthly. or as needed due to child's progress/behavior. Prepare for and conduct Parent/Teacher conferences each semester, as well as family meetings on special concerns with social services staff and counselor.
- Attend weekly education meetings and monthly staff meetings; Other meetings as required.
- Take active role in planning and participating in continuing education activities.
- Participate and staff off-campus activities and field trips with students.
- Regularly assess and report on student progress through grading class work, keeping records and writing Progress Reports.
- Maintain assessment data to drive instruction and to demonstrate accelerated academic growth for Outcome Measurement purposes.

- Regularly assess own performance in classroom with attention to improving quality of work and improved learning by students.
- Works collaboratively with classroom assistant and provides the assistant with instructions for tasks.
- Participate in budget process by accurately identifying classroom needs and costs of materials; following procedures in making purchases and staying within budget.
- In collaboration with the volunteer coordinator, identify volunteer needs and supervise volunteers within the classroom.
- Ensure classroom coverage is scheduled during his or her absences, unless prevented by illness or emergency.
- Other responsibilities as assigned by President and Director of Education.

Knowledge, Skills and Abilities:

- Knowledge of Oklahoma Academic Standards and ability to implement them in the classroom.
- Knowledge of behavior management techniques.
- Knowledge and understanding of individuals who live in poverty.
- Knowledge of general education procedures and processes.
- Proficiency in office and educational software programs (Microsoft Office, database software).
- Proficiency in operating basic office and educational equipment; copier, laminator, etc.

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Ability to work in confidential matters and deal with stressful situations.
- Ability to be responsive to change and to address new challenges in providing services.
- Ability to work with individuals from diverse backgrounds, social classes, and ethnicities.
- Able to establish and maintain effective internal and external working relationships.
- Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities. Think critically and analyze situations.
- Works cooperatively and effectively with others to set goals resolve problems and make decisions.
- Ability to work as a member of a team.
- Able to work independently with little supervision; accepts responsibility and takes initiative.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

- Problem Solving - Gathers and analyzes information skillfully.
- Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Written Communication - Writes clearly and informatively. Leadership - Displays passion and optimism.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people for input; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Uses equipment and materials properly; cares for the safety of others.

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.

- **Education/Experience:**
Bachelor's degree; Maintains certification by State of Oklahoma. May accept individual who is in process, depending on skills and experience.
- **Language Ability:**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.
Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Ability:**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:**
To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; Project Management software and Database software.
- **Certificates and Licenses:**
This individual should be a licensed teacher by the State Department of Education.

Supervisory Responsibilities: Limited supervisory duties to include daily guidance/direction of the teacher's aide and reporting their progress to the Director of Education.

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. While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

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.

- Must be willing to work flexible hours, including evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must be able to accompany and supervise students on field trips and other activities.
- Must possess a valid Oklahoma Driver's license, have reliable transportation and the ability to drive.
- Must be able to lift and carry 25 pounds.
- Must be comfortable with prolonged standing, walking, frequent bending, kneeling, pushing/pulling, stooping.
- Must be able to get up and down off the floor.
- Must be able to reach at or below shoulder level.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____