Plumas Charter School

Teacher
Job Description
Revised 2020
Salary Range $49,577 - $58,880

**Description:**
The teacher’s role is to optimize conditions for the academic and social growth of each student he or she serves, using a combination of small group instruction and direct teaching, curricular resources, parent training, academic advising and tutoring, community resources, and enrichment activities.

**Duties Include:**
- Teaching regular center-based classes
- Creating a personalized learning plan for each student, outlining curriculum and instruction
- Overseeing, monitoring and evaluating student academic progress
- Maintaining required records for each student
- Maintaining clear, timely communication between school and family
- Advising parents and students in a timely manner about the range of education opportunities available to students—such as classes, workshops, tutoring, community programs, scholarships, tests, college entrance—and the steps necessary for taking advantage of them
- Maintaining up-to-date knowledge of school policies and procedures
- Organizing and participating in field trips that support programs associated with your grade levels. These may include overnight field trips.

**Definition of Responsibilities**

**Academic Support:** The teacher is responsible for overseeing the academic growth of his or her students. The teacher’s duties may include, but are not limited to: carrying a caseload of students; teaching regular classes; coordinating school events; tutoring; curriculum development; or other work on PCS’s academic program.

**Documentation:** The teacher must maintain all records and documents necessary to serve each family and satisfy state educational regulations. Required documents include, but are not limited to:
- Enrollment Form—1 per academic year
- Master Agreement—1 per semester
- Personalized Learning Plan—1 per semester
- Student Action Plans (as appropriate)—1 per year with updates every six weeks
- Learning records (1 set per month) to include *Monthly Student Assignment and Work Record; Student Learning Log;* and student work samples
- Monthly student attendance report (submitted electronically)
- Up-to-date printout of student material checkout
- Records of past two years’ SBAC and IReady tests
- For all high school students: Up-to-date transcript and graduation plan.

**Student Guidance:** The teacher is expected to provide individual attention to a group of students whose academic and social needs may vary widely. In order to provide a high quality of service to these students, the teacher will need broad academic knowledge as well as a thorough familiarity with the educational opportunities available through Plumas Charter School. This knowledge must include familiarity with the following:
- The range of curricular options available, including computer-based and online opportunities
- The variety of student learning modalities and how each is best addressed
- The assortment of curricular resources available in the PCS library and by special order
- Enrichment activities available, including field trips, tutoring, classes taught by PCS teachers, and classes and workshops available through community colleges, and other community sources
If faced with a question or situation that lies beyond his or her expertise, the teacher is responsible for pursuing and obtaining the information necessary to serve the family well or for referring the family to someone, within or outside PCS, who is able to do so.

Communication: The teacher is the primary liaison between the school and the family and is the family’s main source of information about school events, programs, services, and requirements. Communication between the teacher and the family is to be sufficiently frequent so that all parties are engaged in the progress of the student. Communication can take place by any combination of the following: classroom visits, home visits, office visits, telephone calls, and e-mail. The convenience of the teacher is always secondary to fulfilling the needs of the student. The teacher is also responsible for communicating effectively and sharing appropriate students information with all other teachers.

Evaluation of Student Progress: The teacher is to work in conjunction with the parent and other teachers to document the progress of each student. The assessment data, work samples and other information regularly gathered will provide evidence of the student’s progress towards mastery of the grade-level standards in each subject area.

Enrichment Activities and/or Workshops: Each teacher will be assigned, in addition to a caseload of students, a variety of other duties, dependent upon skill, training, interest level, and school need. These can include, but are not limited to: teaching regular center-based classes; coordinating school events; providing tutoring or workshops; developing PCS academic programs; leading professional development activities for staff.

School Policy and Procedure: Each teacher is required to attend all regular staff meetings, which will be held regularly at the school’s main office, as well as any supplemental meetings announced by the Executive or Site Director (LCAP, WASC, Charter Renewal, curriculum, school-wide writing assessments, etc.). Teachers, as representatives of Plumas Charter School, are expected to dress and behave in a professional manner when conducting school business and when attending staff meetings. Teachers are required to keep themselves apprised of all policy and procedure updates by maintaining frequent contact with the school by checking e-mail and voice-mail daily (at a minimum), attending all staff meetings, and communicating regularly with the Executive Director and/or Site Director(s).

Use of Computer Technology: Teachers need the skills necessary to utilize e-mail, Internet, electronic documents, and student record-keeping software (School Pathways). Teachers should work steadily to build their computer and technology skills and remain abreast of developments in information technology that may affect their students and the school.

Experience, Education and Qualifications: Current California teaching credential; understanding of PCS charter and willingness to work to achieve its stated goals; sufficient computer skills for record keeping and communication, or willingness to acquire those skills within probationary period.

Reports to: Executive Director or Site Director

Physical Demands: Ability to:
- Sit and stand for extended periods of time * Travel to sites within and outside Plumas County
- Stoop, extend, and reach * Lift up to 30 pounds