



## Elementary Teacher - Certificated

### OVERVIEW:

Though 9 in 10 Latino young adults say a college degree is important for success in life, fewer than 15% age 25 or older hold a bachelor's degree. Voices College-Bound Language Academies exist to change that. Founded in 2006 by East San Jose native and National Board Certified Teacher Frances Teso, Voices is a public charter school network with a mission to prepare all students for the challenges of higher education through the context of an academically rigorous dual-language program. With the Voices dual-immersion model, students receive 80% of instruction in Spanish and 20% in English starting in kindergarten. The percentages shift by 10% per year until reaching 50:50 in third grade. As a result, every student, regardless of home language, graduates fully bicultural, bilingual and biliterate in English and Spanish. In 2016-17, Voices will operate three public charter schools: Voices-Franklin McKinley School District (K-8), Voices-Morgan Hill and Voices-Mt. Pleasant (both Transitional Kindergarten - 2nd, growing to Transitional Kindergarten - 8th). As we expand to serve more traditionally underserved students in Santa Clara county and surrounding counties, Voices seeks additional team members who share a commitment to its mission and believe joyful learning and world-class academic preparation are not mutually exclusive.

### ROLE SUMMARY:

Voices College-Bound Language Academies (Voices) are Language Immersion K-8 schools founded on best practices, innovative initiative and the search for excellence. Voices is looking for bilingual (Sp/Eng) teachers that demonstrate a strong desire to teach an academically rigorous curriculum and have an unswayable belief that ALL students can achieve at high levels. Therefore, it is expected that applicants for positions at Voices will measure up to the highest standards.

Teachers are our most important resource. Their duties are to ensure that a student receives quality instruction, makes accelerated educational progress, and reaches or exceeds their academic goals. Under the supervision of the Principal, teachers have the opportunity to create a learning environment and to plan an instructional program to fulfill the educational objectives of the grade level/classes assigned. Teachers establish efficacious relationships with pupils' to motivate them to develop skills, attitudes and knowledge needed to meet State standards and excel academically. They supervise associate teachers, student teachers, and parent volunteers when applicable.

All employees must fully support the mission, vision and values of the school and must be willing to actively and enthusiastically participate in a professional learning community. Teachers at Voices have the opportunity to work with like-minded individuals with an undying commitment to professionalism, collaboration and constant learning. Teacher at Voices have the unique opportunity to grow as professionals and to develop as leaders.

### KEY RESPONSIBILITIES:

#### 1. TEACHING

- Plan learning activities appropriate to subject(s), grade level(s), abilities, and cultural background of individual

students.

- Create an atmosphere through personal example and efficacious relationships with students which inspire academic achievement and an enthusiasm for learning.
- Organize classroom systems/procedures/routines and manage student behavior to ensure all students are fully engaged in learning
- Establish a culture of high expectations and college preparation for all students
- Develop lesson plans consistent with California State Standards, instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Teach for mastery and establish clear content and language objectives for all lessons, units, and projects
- Provide instruction to students with special needs in accordance with IEP utilizing support services as appropriate; participate in IEP meetings as appropriate.
- Motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education
- Challenge and accelerate ALL students, no matter at what level they enter the classroom
- Develop and evaluate independent study programs

## **2. ASSESSING**

- Monitor student's progress and evaluate the student's achievement in relation to learning objectives and revises learning objectives when necessary.
- Assess students regularly, records results, examine student assessment data, and refine classroom activities to differentiate instruction for each student
- Track student information and maintains accurate student records, including attendance.
- Analyze qualitative and quantitative student data
- Administer standardized tests and other school-selected tests in accordance with the schools testing program.
- Plan, implement, monitor, and assess a classroom instructional program which is consistent with School and Board goals and Mission, and specific objectives based on assessment of student needs.

## **3. COLLABORATION**

- Work cooperatively with staff toward resolution of mutual concerns.
- Collaborate closely with other teachers, consultants, and the principal to align curriculum across subjects, improve own and others' instructional practices and share best practices
- Work collaboratively to achieve Voices' vision
- Reflect, improve and collaborate with colleagues, parents and community
- Participate in daily grade-level meetings and professional development
- Collaborate with other teachers and administrators in the development, evaluation, and revision of lessons, units, and programs
- Identify unique student needs and collaborates with other team members and outside service providers to diagnose and address learning challenges
- Utilize community resources in support of academic program

## **4. PROFESSIONAL ACTIVITIES**

- Actively participate in professional development activities, including retreats
- Demonstrate knowledge of, and support, Voices's mission, vision, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior and teacher compact.
- Motivate and organize parent involvement and foster strong school morale and academic achievement
- Implement Voices Instructional Guidelines and Best Practices
- Provide students and their families with regular and timely information on classroom activities. Hold parent conferences and provide regular progress reports as required.

- Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Attend evening and weekend school programs and parent meetings as needed.
- Perform duties such as cafeteria, yard duty and monitoring during the work day as assigned
- Represent the school and program to local and State groups as assigned maintaining a positive and professional image; interact with outside agencies as necessary.
- Maintain and prepare reports and records regarding students and classroom matters as directed.
- Maintain professional relationships with pupils, parents, colleagues and supervising staff members.
- Maintain consistent, punctual and regular attendance.
- Mentor and co-plan with Associate Teacher; keeping him/her informed of weekly plans and goals and evaluating Associate Teacher
- Complete all assignments in a timely fashion
- Keep anecdotal records about student behavior and progress for use when generating IEPs and in conferences with parents
- Reinforce school culture and code of conduct through consistent management of the classroom, not by sending students to Principal's office
- Tutor students as directed
- Show written evidence of preparation for classes upon request of immediate supervisors
- Complete all other duties as assigned

#### **MINIMUM REQUIREMENTS:**

- Credential: Multiple Subject or equivalent or eligible for intern credential
- Valid bilingual authorization (BCLAD or equivalent , BCC, ELD, or LDS, etc.
- NCLB compliant
- Knowledge of Dual Language Immersion Education and language acquisition
- Knowledge of subject matter, including California Common Core Standards
- Excellent speaking, reading, writing, and math skills (English and Spanish)
- Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment.
- Computer skills- proficiency in Word, Excel, Power Point and others as necessary

#### **PROFESSIONAL QUALIFICATIONS:**

- Commitment to work in an innovative, entrepreneurial and mission driven school environment
- Able to excel at motivation and teaching in an ethnic and socioeconomic diverse community
- Maintain professional appearance, grooming, and maturity which establish a desirable example for students.
- Tolerate high levels of stress
- Commitment to accelerated educational progress of children
- Excellent interpersonal skills, including the ability to listen and be responsive to colleagues, funders, administration, Board of Directors, and parents, etc.
- Ability to work well independently and within a team environment; working efficiently, and exercising excellent judgment in making decisions.
- Experience or commitment to public education, social justice, efficacy and equity

#### **PREFERRED QUALIFICATIONS:**

- California charter school experience or familiarity with California charter schools regulations, laws, and funding
- At least 2 years of teaching experience

**WORKING CONDITIONS:**

- Regular requirement to stand, sit, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, kneel and crouch
- Lift and carry objects weighing up to 50 lbs.
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction with unruly children
- Occasional evening and or weekend work
- Occasional travel
- Willingness to be trained as needed

**PRIOR TO EMPLOYMENT** - Once an offer has been extended, a candidate must meet the following criteria to receive a final agreement:

- First Aid/CPR Certification
- Employment Eligibility
- Criminal Background Check
- Valid TB Clearance

**KEY COMPENSATION:**

- Highly competitive salary
- Medical benefits including STRS
- Exceptional growth opportunities
- Reports directly to Principal, designee or other appropriate administrator
- Full-Time, Exempt Position
- At-Will Agreement

***Voices College-Bound Language Academy is an equal opportunity employer.***

It is the policy of VOICES to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.