



Associate Teacher - Non-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.

Voices' VISION:

All students graduating from Voices College-Bound Language Academies will possess the knowledge, skills and confidence to succeed in any career path they choose to pursue in life by mastering academic standards and subject matter. Students will be aware of the many positive possibilities for their future, and enjoy learning throughout their lives. They will be able to think critically by asking questions, especially when confronted with the status quo. Our students will have a sense of social responsibility to make their communities better.

ROLE SUMMARY:

Voices College-Bound Language Academy (Voices) is a Dual Immersion K-8 school founded on best practices, innovative initiative and the search for excellence. Voices is looking for part-time bilingual (Sp/Eng) associate teachers that demonstrate a strong desire to help students succeed and have an unswayable belief that ALL students can achieve at high levels.

The Associate Teacher will work in the classroom and assist in the supervision, testing, and instruction of students; relieve teachers of administrative tasks; implementing a variety of instructional programs as assigned/supervised by a credentialed teacher (SPED support, ELD, intervention, skill development, etc); and perform other duties as assigned.

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. Associate teacher at Voices have the unique opportunity to grow as professionals in a community of learners.

KEY RESPONSIBILITIES:

1. ASSISTING TEACHERS

- Create and atmosphere through personal example and efficacious relationships with students which inspire academic achievement and an enthusiasm for learning.
- Assist teacher in the management of student behavior to ensure all students are fully engaged in learning
- Provide individualized and small group instruction in order to adapt the curriculum to the needs of each students as directed by the teacher
- Plan and deliver skill specific classes under the supervision of administration or a credentialed teacher
- Provide instruction to students with special needs in accordance with IEP utilizing support services 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
- Assist teacher in assessing students and recording results.
- Track student information and maintains accurate student records, including attendance, as directed by the teacher
- Provide instruction under the direct supervision of a certificated teacher or administrator

2. COLLABORATION

- Work cooperatively with staff toward resolution of mutual concerns.
- Collaborate closely with other teachers, consultants, and the principal to improve own and others' instructional practices
- Work collaboratively to achieve Voices' vision
- Reflect, improve and collaborate with colleagues, parents and community
- Participate in professional development trainings
- Confer with teachers, parents and/or appropriate personnel for the purposes of assisting in student evaluation as directed.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Accompany teachers on home visits.

3. 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.
- Foster strong school morale and academic achievement
- Participate in parent conferences as directed
- Attend evening and weekend school programs and parent meetings as needed.
- Perform duties such as cafeteria, yard duty and monitoring/interacting with students during the work day as assigned for the purpose of providing a safe and positive learning environment
- Perform light housekeeping and cleaning duties as necessary
- Maintain a positive and professional image; interact with outside agencies as necessary
- Maintain professional relationships with pupils, parents, colleagues and supervising staff members.
- Maintain consistent, punctual and regular attendance.
- Complete all assignments in a timely fashion

- Reinforce school culture and code of conduct through consistent management of the classroom
- Tutor students as directed
- Complete all other duties as directed

MINIMUM REQUIREMENTS:

- NCLB compliant - AA degree or 48 semester units or passage of county competency exam
- Willingness to learn about Dual Language Immersion Education , teaching strategies, standards and administering assessments
- Excellent speaking, reading, writing, and math skills (English and Spanish)
- First aid and CPR certified by first day of employment
- Valid TB Clearance by first day of employment
- Clear Criminal Background/Fingerprint Clearance
- Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment.
- Computer skills- proficiency in Word, Excel and others as necessary

PROFESSIONAL QUALIFICATIONS:

- Commitment to work in an innovative, entrepreneurial and mission driven school environment
- Able to excel in an ethnic and socioeconomic diverse inner city or rural community
- Maintain professional appearance, grooming, and maturity which establish a desirable example for students.
- Tolerate high levels of stress
- 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.
- Must feel comfortable working with school-age children
- Good communication and interpersonal skills; accuracy, discretion, and ability to work independently as part of a team; flexibility; and willingness to learn are essential.
- Apply common sense understanding of detailed multi-step instructions in a combination of written, oral and diagrammatic form.
- Skills to communicate with persons of varied cultural and educational backgrounds

PREFERRED QUALIFICATIONS:

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

WORKING CONDITIONS:

- 11 Months
- 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 contract:

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

KEY COMPENSATION:

- Tier I: \$14.00-\$17.00/hour - Tier II: \$17.00-\$20.00/hour
- Medical benefits including Pension
- Exceptional growth opportunities
- Part-Time Employee
- Reports directly to Principal, designee or other appropriate administrator
- Permanent Full-Time, Exempt Position
- At-Will Agreement

If you have any questions about this position, please contact Stephanie Castellanos, Director of Talent & Recruitment by email (jobs@voicescharterschool.com). Thank you.

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.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date