

# **East Link Academy**

## **JOB DESCRIPTION**

**TITLE:** English Reading, Writing and Social studies Teacher

---

### **GENERAL SUMMARY**

Under regular supervision, assists students in learning basic academic, social and developmental skills that will contribute to their development as mature, able and responsible men and women. Works collaboratively with Mandarin Immersion partner teacher. This is a 190-day position. Reports to the Head of School and/or designee.

### **ESSENTIAL FUNCTIONS**

- Collaborates with other members of the staff in planning instructional goals, objectives, and methods to develop a program of continuous progress consistent with East Link Academy goals and objectives to meet the needs, interests, and abilities of pupils
- **Uses Lucy Calkins reading and writing workshop methods to create learning experiences that best utilize the available time for instruction in reading, writing and social studies**
- Develops lesson plans and instructional materials and provides individualized and small group instruction to adapt the curriculum to the needs of each student
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom
- Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports as required
- Communicates with parents through conferences and other means to discuss students' progress and interpret the school program
- Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning
- Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Head of School
- Perform other duties as assigned by administration or as customary for teachers

### **JOB SPECIFICATIONS**

#### **Education and Experience**

Education and experience as required by state certification authorities. Early childhood/elementary certification required.

### **DISCLAIMER STATEMENT**

This job description is not intended as an employment agreement or contract. Job duties may be altered at the discretion of the Head of School at any time without notice. A more detailed job description will be made available upon hiring.