



### **About Us**

Okaloosa Academy Charter School is a tuition-free, public charter school within the Okaloosa County School District that focuses on providing opportunities for students to achieve greatness even under imperfect circumstances. We focus on providing a safe and caring environment where every child is valued and respected.

### **Commitment to Staff**

Okaloosa Academy is committed to the growth and success of all staff, as they directly impact the success of the school. We hire talented, committed staff who embrace the school's mission and values, culture of transparency, and collaboration.

### **Position Overview**

To serve as a teacher in place of the regularly assigned teacher for more than 2 weeks. This position fulfills duties and responsibilities of a teacher and abide by all policies and procedures.

### **Position Objectives**

- Have and demonstrate the inherent belief that all students can achieve academic success regardless of their circumstances
- Believe in the notion of growth mindset and apply that to students and self on a daily basis
- Work relentlessly to meet high expectations for students and self by consistently working to improve as a teacher and colleague
- Build close connections with students, families, and community and fully participate in all aspects of school life
- Optimistically embrace student growth and proficiency targets
- Actively participate in professional development activities on and off campus to foster growth and improve instructional expertise

### **Classroom Performance Responsibilities**

#### **A. Instruction**

1. Adhere to approved curriculum using effective teaching strategies and techniques and demonstrating current content knowledge and pedagogical expertise.
2. Prepare lessons and instructional materials in advance.
3. Submit weekly lesson plans.
4. Maintain prompt and accurate daily attendance reports, grades, and other documentation as directed

5. Conduct appropriate student evaluations daily, weekly, and end of grading periods and use the data to drive instructional decisions.
6. Administer and supervise standardized testing.
7. Submit all reports, grades and other data accurately and before the deadline.
8. Participate in professional development activities on and off campus to support continued professional growth and improve instructional expertise.
9. Demonstrate effective teaching techniques and implement effective strategies for individual learning styles and academic levels.
10. Provide interesting, challenging, learning activities applicable to real-life situations and appropriate for student's performance and age level.

#### **B. Classroom Climate**

1. Maintain appropriate and effective classroom discipline.
2. Respond to student misbehavior appropriately and in a manner which respects the student's dignity.
3. Maintain a positive, supportive classroom environment where students feel safe, secure, and supported.
4. Maintain contact with student's family/guardians-hold conferences as appropriate.
5. Supervise students on arrival, breaks, departure, at all times.
6. Serve as a positive role model for dress, language and behavior with students.

#### **C. Communication**

1. Notify parents of academic/behavioral progress at regular intervals throughout each grading period.
2. Notify student's parents/guardians when student is habitually absent.
3. Communicate professionally at all times, be respectful and maintain student's dignity.

#### **Qualifications**

- Bachelor's Degree from an accredited institution
- Physically, mentally, and emotionally capable of performing required tasks and duties essential to the position
- Demonstrated knowledge, ability and commitment to students' educational progress

#### **Salary & Benefits**

Salary amounts are set annually by the Board of Directors. This position is eligible for a full benefits package plus paid vacation time.

It is the policy of this charter school not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or handicap. It is also the policy to hire only U.S. citizens and aliens lawfully authorized to work in the United States. These policies apply to recruitment, employment, transfers and reassignments, compensation, and other conditions of employment. Charter Schools are public schools operated by a not-for-profit corporation under the sponsorship of the local school district. Charter school employees are under the direct authority of the school's administrator and the school's corporate board of directors