

# Okaloosa Academy

Certified Teacher (English, Math, Science, Social Studies)



## **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 Teachers**

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

Teachers and school leaders engage in continuous professional development in key areas such as curriculum, use of student performance data, and the essentials for rapid student achievement growth. We foster open communication and sharing of best classroom practices, because we believe strongly that individual teachers excel when the whole school team excels.

## **Position Overview**

This is an instructional position responsible for the educational leadership of students in a group or class in an innovative charter school. The educational leader is expected to understand and demonstrate the use of the school's curriculum, student instruction and assessment to maximize educational achievement for all students; work collaboratively to ensure a working and learning climate for all students that is safe, secure and respectful. Implementing strategies to reach the multiple intelligences of students through creative lessons is required.

## **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
- Valid Florida Educator Certificate in assigned subject
- 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.

**ACKNOWLEDGEMENT AND ACCEPTANCE OF EMPLOYMENT OFFER**

Teamwork- Teachers in this school are committed to teamwork and expect everyone to abide by these ground rules:

Honesty and Integrity-We will be open, frank, and honest with each other

Mutual Support-We will work together in a mutually supportive way

Responsibility and Accountability-We will take responsibility for the team’s performance and expect to be held accountable for it

Initiative-We will find ways to continually improve performance and quality

Attendance and Punctuality-We will arrive on time and attend everyday unless there is an emergency

Perseverance-We will stick together as a team and work through any difficulties that might keep us from getting the job done right and in a timely manner.

**I, the undersigned, accept my employment offer. I understand and agree to abide by the responsibilities; work habits listed in this position description and maintain professional behavior in every situation. I understand that my employment is at-will and may be terminated by either the school or myself at any time without cause or prior notice. I agree to binding arbitration. I understand that it is my responsibility to know and abide by the rules, policies and procedures of this school and as required by the management group for payroll and personnel purposes.**

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**Printed Legal Name**

**Last 4 digits Social Security #**

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**Signature**

**Date**

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**Mailing Address**

**City**

**State**

**Zip Code**

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**Home Phone**

**Emergency Phone**

**Email Address:** \_\_\_\_\_