



## Professional Faculty Job Description

### Primary Responsibilities:

- Plan and prepare throughout the year for effective instruction within the classroom
- Provide a classroom environment that is conducive to learning
- Effective delivery of the curriculum
- Effectively manage each group of students while providing for a variety of learning styles, ability levels, and educational backgrounds
- Maintain rigorous and appropriate learning expectations of all students at all times
- Monitor student learning and make appropriate modifications of goals and strategies to meet students' needs
- Maintain accurate up-to-date records of student progress and attendance
- Engage parents and students in the learning process through frequent and meaningful communications about student progress
- Be available to parents and students outside of school hours
- Engage in department/team planning, curriculum review, budgeting and other activities
- Interact cooperatively with colleagues in the development of cohesive curriculum materials and the establishment of instructional goals
- Co-operate with and participate in the planning and evaluation of the school program
- Keep current in education through coursework, in-service programs, and by attending professional meetings and conferences
- Remain proficient in school related technologies, Employ technology (computer, video, internet, etc) as appropriate to enhance instruction
- Engage with students in meaningful activities beyond the classroom which extend learning experiences for students (coaching, organizing field trips, sponsorship of clubs, events, community service projects, etc.)

### Other

- Engage with the administration in a committed effort to improve one's own instructional skills
- Openly support and abide by all school policies and procedures
- Model the 'Core Values' in interactions with the school community
- Liaise with the Principal, taking on tasks as assigned, including all school goals

### Personal

- Demonstrate commitment to personal continuous professional growth and development
- Develop and maintain effective working relationships
- Represent ASD with students, parents, colleagues, and broader school community in a professional manner
- Exhibit a professional attitude toward criticism
- Recognize and strengthen personal performance through self analysis of actions, participating in professional development activities, exploring educational research, participating in professional organizations, and through formal renewal programs

### Job Skills and Requirements

- Bachelors degree with a valid teaching certificate/license in content area and/or for the position you are applying
- A minimum of two years, current, full time teaching experience in the position you are applying for
- Teaching experience in a North American educational environment
- Experience with current best practices, current teaching materials, and current instructional strategies as well as recent professional growth activities
- Focused instruction and assessment on student learning
- Models ASD Core Values (Excellence, Respect, Integrity, Compassion, Responsibility).