



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 curriculum delivery
- Effective management of student groups, 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
- Cooperate with and participate in the planning and evaluation of the school program
- Keep current with best practices in education through coursework, in-service programs, and by attending professional development meetings, conferences and workshops
- Remain proficient in school related technologies
- 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.)
- Support student extra-curricular programs by sponsoring activities and serving on committees as appropriate

Other

- Engage with the administration in a committed effort to improve 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 related field
- A minimum of two years, current, full time related teaching experience
- 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).