



## **Job Description**

**Position:** High School Teacher (.6)/Mission Specialist (.4)

**Professional Supervisor:** Supervisor of Academic Progress

**Administrative Supervisor:** School Leader

**General Description:** The Covenant Academies Foundation operates year-round charter high schools offering a traditional high school diploma to dropout and at-risk students ages 16-22. Covenant Academies is seeking a secondary certified teacher--in addition to working as a Mission Specialist to support student learning. This position includes teaching high school level classes and supporting students in a variety of subject areas as a member of the Mission Support Team. This position requires the delivery of teacher-led instruction in a hybrid learning environment for the purposes of supplementing and supplanting enrichment, core curriculum and credit recovery to meet a range of educational needs for at-risk and dropout youth.

### **Primary Teaching Responsibilities**

- Understands, accepts, and abides by the Covenant Academies Foundation philosophy and mission statement in all his/her school activities
- Demonstrates a belief in all students ability to succeed and meet high expectations
- Demonstrates effective instructional strategies and techniques to actively engage ALL students
- Provides rich and engaging synchronous and asynchronous learning experiences for students by augmenting course content according to prescribed policies and procedures using appropriate tools under guidance from the Supervisor of Academic Progress
- Commitment to personalizing learning for all students by differentiating instruction based on data-driven student level of mastery
- Develops an intervention plan for struggling learners
- Keeps accurate records on each student by maintaining a grade book, lesson plans, attendance records, and behavior records
- Establishes standards for student behavior that are designed to ensure academic integrity and maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning
- School activities — Teachers are required to attend and participate in such other activities as directed by the School Leader and/or Supervisor of Academic Progress such as: staff meetings (before or after school hours), assessment windows, open houses, graduations (2 per year), etc.
- Uses computers and other technology provided to assist students
- Acts in accordance with the professional duties and directives as given by the Supervisor of Academic Progress, and meets administrative and mission expectations as set forth by the School Leader
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Covenant Academies Foundation manuals pertinent to the position

### **Primary Mission Specialist Responsibilities**

- Make connections with dropout youth and works to build trust relationships by meeting students “where they are at”
- Conducts street outreach on foot under direction of the School Leader in order to find

- dropout youth who need us, and locate missing students who have been truant
- Serves as parents-first to students by providing unconditional love and absolute respect while modeling positive interactions and high expectations for learning and personal growth
- Help students overcome barriers by connecting them to services and support
- Distributes basic need supplies such as clothing, first aid supplies, health or hygiene supplies, food, drink, books, blankets, etc. to students in need
- Documents each contact with students on the streets to include name of youth (if willing to give), materials distributed to youth (written, survival aid, etc.), and referrals provides
- Performs continuous follow-up with all youth and collects data
- Maintain daily activity log/record of support for state and federal auditory purposes

### **Essential Skills and Abilities for Teacher/Mission Specialist Position**

- Must possess servant leadership qualities and demonstrate excellent customer service skills, both in verbal and written formats, to all stakeholders
- Ability to understand the needs of dropout, homeless and youth with extreme barriers that the academy serves with sensitivity and compassion
- Ability to work collaboratively with other teachers to interpret and produce numeric representations of student data, and use it to drive instructional decisions
- Receptive to professional learning on a regular basis
- Ability to embrace change and adapt to ensure excellent student outcomes and growth
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

### **Qualifications**

- Bachelor's Degree
- Highly Qualified Secondary Teaching Certification in one or more of the following areas: Math, Science, Social Studies, World Language, Visual/Performing Arts, Health/PE, Reading Specialist, Et Al.
- Valid Driver's License
- Excellent oral/written communication skills
- Must be able to pass a background check
- Proficient in technology, including Google Suite for Education
- Passion for working with at-risk youth in a hybrid learning setting

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time.

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