



## Position Description

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### **Overview**

<b>Job Title:</b>	Teacher
<b>Classification:</b>	Faculty
<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Head of School

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Use information and data from a variety of sources to understand student's instructional needs and progress
- Evaluate and synthesize for instructional practices each student's learning style, motivators and other factors impacting student's ability to learn
- Facilitate individualized strategies to improve behavior and as a drive for instruction
- Analyze student data and implement strategies to enable each student to access the curriculum and meet their academic and social goals
- Analyze student data to understand when and how to differentiate the environment, content, instruction, and/or product
- Facilitate individualized academic and behavior management strategies to improve learning behavior and as a driver for instruction
- Collaborate with peers on instructional delivery options
- Develop classroom materials designed to meet curriculum content standards
- Collaborate to insure curriculum alignment both horizontally and vertically
- Utilize the curriculum mapping protocol to accurately map curriculum, standards, and curate lesson plans.
- Embed student's accommodations and learning goals through instruction
- Design, implement and administer classroom-based assessments to measure progress toward academic standards and diagnose areas of student misunderstanding, as well as to refine curriculum and instructional practices

- Participate in Student Review and Student Support Team meetings
- Administer as required the Wide Range Achievement Test (WRAT) and any other assessment or test data as required
- Record daily attendance via FACTS, Winston's Student Information System
- Create a positive, achievement-oriented learning environment that encourages student involvement and enables each student to achieve learning goals
- Use appropriate teaching materials and assistive technologies to facilitate learning
- Set and reinforce clear expectations and routines that align with the school's overall mission
- Demonstrate thorough content knowledge
- Share all lesson plans with your respective Lead Teacher, per deadlines and set by the Dean of Studies
- Maintain complete and accurate classroom records and protect the confidentiality of the records, including but not limited to consent forms and releases, data collection forms and progress and anecdotal notes
- Prepare a Substitute Folder that includes all the necessary documents for a successful substitute experience including 3-days' worth of emergency plans
- Communicate regularly with parents and families electronically and by phone; including completion of progress reports, narrative reports, and grading for report cards, within a timeframe established by the Division Director
- Submit items for **Winston's What's the Word** newsletter
- Respond within 24-hours, by phone or email (*depending on the nature of the content*), to any communication received from a student's family member or guardian
- Respond within 24-hours to any communication from an administrator, staff member or faculty member
- Meet *Winston's Technology Expectations*, including the taking/recording of attendance in FACTS, posting grades for assignments, posting announcements and syllabi and any other expectation

### **RESPONSIBILITIES OF EVERY WINSTON EMPLOYEE**

- Provide students with positive reinforcement and positive redirection in accordance with *Winston's Employee Handbook*
- Agree to uphold the mission of The Winston School San Antonio
- Maintain strict confidentiality of all student and family information and documents in accordance with HIPAA and FERPA
- Abide by all requirements, policies and standards of conduct as stated in the *Winston Employee Handbook*, *Winston Family Handbook* and job offer letter
- Maintain appropriate accreditation data for current accrediting agencies, including but not limited to ISAS
- Participate in team meetings, Professional Development and In-Service training
- Maintain certification credentials and licensing as appropriate

- Take all necessary precautions to protect the safety of staff, students, and families; equipment; materials and the facility
- Perform other duties as assigned, including chaperoning, participation on field trips, assisting with and/or participation in school special events (such as Field Day, Athletic Banquet, Annual Alumni event, school dances, etc.) and other activities or tasks, that may include evenings and weekends, not listed in this job description but requested by Supervisor, Director, or Head of School

## **QUALIFICATIONS & REQUIREMENTS**

- Bachelor's degree required; Master's degree preferred
- Two years of special education experience at the appropriate grade level is preferred
- Must be certified in Education and/or Special Education (*preferred*), or a specific content area or achieve certification within the year of hire
- Must demonstrate knowledge of the nature and needs of students with ADHD learning differences and neurodiversity
- Must demonstrate knowledge of current instructional and behavior management techniques, assistive aids, curriculum scope and sequence and content area
- Demonstrated knowledge of special education best practices
- Demonstrated skills in written and oral communication
- Able to change daily routine to meet the changing needs of students
- Able to work effectively as a member of an interdisciplinary team
- Able to stand, move throughout the campus, operate a computer, ascend and descend stairs, stoop, kneel and crouch
- Able to lift, move or transport equipment and/or furniture weighing up to 20 pounds across campus to various classrooms and events
- Able to work in outdoor weather conditions