

# ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

## JOB DESCRIPTION

**POSITION:** Teacher

**REPORTS TO:** Dean of Academic Affairs, through Associate Deans & Department Chairs

**CLASSIFICATION:** Exempt

### **PURPOSE OF THE POSITION:**

- To teach students in the subject area.
- To develop curricula for use in the residential academic program which may be replicated and/or provided to schools throughout the state.
- To support the school's philosophy of providing instructional support to schools throughout the state.

### **RESPONSIBILITIES AND PERFORMANCE STANDARDS:**

Duties include, but are not limited to:

#### A. Instructional Process and Development

- Instructs students at designated locations and times.
  - Writes, updates, and distributes a current syllabus for each class taught.
  - Makes purposeful and appropriate lesson plans and timelines that provide for effective teaching strategies.
  - Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies and equipment.
  - Maintains an atmosphere of mutual respect, courtesy and a genuine concern for all students.
  - Provides opportunities for students to participate in their learning actively and successfully.
  - Encourages student enthusiasm for the learning process and the development of good study habits.
  - Evaluates accomplishments of students on a regular basis using multiple assessment methods.
  - Provides interim, quarterly and semester reports as required.
  - **Classroom Teacher Page 2**
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- Respects the confidentiality of records and information regarding students, parents

and teachers in accordance with accepted professional ethics.

- Maintains accurate absentee records for each class and advising session.
- Demonstrates a strong grasp of their subject matter.
- Uses effective oral and written expression.
- Provides tutoring, academic advising, research advising, club sponsorship and work service mentorship as requested by the department chair or Dean of Academic Affairs.
- Maintains regular office hours at times beneficial to student conferencing as determined by the Dean of Academic Affairs.
- Communicates frequently and effectively with parents, apprising them of their student's academic status.

#### B. Curriculum Development

- Assists with the ongoing curriculum revision process, including the revision of written courses of study.
- Cooperates with other members of the staff in planning departmental goals, objectives and instructional methods.

#### C. Professional Development and Outreach

- Attends committee, faculty and departmental meetings as required.
- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work.
- Cooperates with the administration, their department and other ASMSA departments in planning and providing appropriate in-serve and outreach training programs at the school, state and national levels.
- Assists with student recruitment by making presentations at Open Houses and/or schools and by participating in the interview process.
- Strives to communicate the positive aspects of the school program to the public in word and deed.

#### D. Performs other duties as assigned and requested.

### **POSITION QUALIFICATIONS:**

- Minimum of Master's Degree in education or related field.
- Three years of teaching experience preferred
- Teacher certification preferred.
- Doctorate degree preferred.