

# NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

**Title:** ESE/ESOL Teacher

**Reports to:** Principal

## **Company Overview**

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High Schools offer virtual and brick and mortar options for students.

## **Position Summary**

The ESE Teacher at New Beginning High School utilizes a blended learning approach that combines traditional classroom instruction with online instruction and activities. This model enables New Beginnings High School to offer a wide variety of courses and to increase the amount of self-directed learning that is so crucial to the post-secondary success of our customer.

## **Key Responsibilities**

- Support NBHS by attending community service and outreach activities throughout the year
- Manage all aspects of the blended learning classroom (Direct instruction methods combined with computer-mediated activities)
- Create a learning environment conducive to customer achievement and development through setting and maintaining high academic and behavioral expectations and a high standard of rigor
- Develop lessons aligned to Common Core Standards and present instructional content in an effective and engaging manner by implementing various techniques to target a range of learning modalities
- Enhance lessons through the use of varied and purposeful questioning designed to further customers' understanding and encourage diverse modes of thought, including analytical, practical, and critical thinking
- Establish a positive, respectful, welcoming, and inclusive classroom environment
- Manage customer behavior through a positive behavior system that incorporates customer recognition and positive customer feedback
- Plan and collaborate with support staff for customers with individual differences and implement differentiated instruction to meet customer needs
- Develop and administer subject specific assessments for the purpose of assessing customer competency levels and/or developing individual learning plans
- Perform as test proctor as needed
- Assesses customer progress toward objectives, expectations, and/or goals for the purpose of providing specific, high-quality academic feedback to customers, parents, school personnel and administration
- Direct para-professionals, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual customers
- Facilitate committee meetings for committees assigned to, and report committee activities to supervisor
- Prepare for and participates in FTE reviews and other state sponsored audits, as requested

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- Support recruitment, marketing, building community relationships, and retention by visiting the physical communities where our customers reside
- Participate in school meetings to gain and understanding of school programs and services
- May be required to teach elective courses, pilot new programs, participate in various projects
- Other duties as assigned

### Minimum Qualifications

#### Requirements

- Bachelor Degree, Master's Degree preferred
- Florida Teaching Certification in ESE, multiple certifications preferred
- Minimum of 2 years secondary classroom experience
- Experience in online learning at the middle/ high school level preferred
- Unwavering belief that all customers can learn and achieve success in school
- Demonstrated success in leading customers to significant academic growth and maintaining a positive learning environment
- Extreme flexibility to accommodate multiple priorities and a strong work ethic to accommodate a high level of responsibility
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Evidence of ongoing professional development
- Willing to work flexible hours
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, Reliable transportation, Valid automobile insurance

The ESE/ESOL Teacher must demonstrate commitment to the mission and vision of New Beginnings High School by providing world-class academic support to the customers at NBHS as well as provide support to NBHS staff in insuring a safe environment for all customers. The General Education Para will work collaboratively with the Principal, administration, and faculty in all their objectives through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

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## Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies.
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
- Demonstrate critical thinking skills
- Demonstrate problem solving skills

## Working Conditions

### Environment

Requires working indoors or remotely in an environmentally controlled office setting. Requires sitting for the majority of the day. This is a 12 month non exempt position that may require travel.

### Physical Requirements

Generally, the job requires 40% sitting, 20% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

*Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.*

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*The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*

Employee Name (print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Direct Supervisor / Principal (print) \_\_\_\_\_

Direct Supervisor / Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

