

NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

Title: English Teacher

Reports to: Director of Academic Affairs

School 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 both virtual and brick and mortar options for students.

Position Summary

The English 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
- Assess 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
- Conduct home visits to various socio-economic neighborhoods, to investigate customer truancy and/or low academic performance; must follow CDC and NBHS guidelines of social distancing with customers by not (a) entering the customer's home, (b) maintaining 6ft social distancing guidelines, (c) not allowing customers to enter in vehicle
- Direct para-professionals, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual customers

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- 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
- 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
- Monitor student progress for virtual learning by using multiple SIS systems
- Virtually engage with students on a daily schedule
- Compile, assess, and maintain customer data that drives academic goals for student growth and achievement
- Responsible for cleaning and sanitizing classroom daily
- Assist with sanitizing all campus common areas
- Reinforce social distancing by all customers, NBHS staff, and visitors
- Supports all NBHS staff and customers in both face to face and virtual settings
- Other duties as assigned

Minimum Qualifications

Requirements

- Bachelor Degree, Master's Degree preferred
- Florida Teaching Certification in English (6-12 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

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The English Teacher must demonstrate commitment to the mission and vision of New Beginnings High School resulting in student achievements in English and related subject matter 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

Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Exhibit strong organizational skills and orderliness in work and environment
- 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

Working Conditions

Environment

Requires working indoors in an environmentally controlled office setting. Requires sitting for the majority of the day. This is an 11 month exempt position that may require travel.

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. Must have ability to utilize and interact with whiteboard technology. Must be able to endure outside weather conditions and elements for the purpose of home visits.

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Health and Safety

Personal Protective Equipment (face masks, face shields, gloves, etc.) will be required for all New Beginnings High School staff to reduce the risk of transmission of COVID-19 and better ensure the health, safety, and well-being of all students, staff, and faculty.

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.

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 Name (print) _____

Direct Supervisor / Principal Signature _____

Date _____

