

## **TEACHERS**

### **General Education, Special Education, ESL/TESOL**

#### **Mission of VOICE Charter School**

The mission of VOICE Charter School is to create a safe and healthy learning environment that will nurture, motivate and challenge all of our children to achieve the highest level of academic excellence and to develop into mindful, responsible, contributing participants in their education, their community and the diverse society in which we live.

#### **Qualities of a VOICE Teacher**

VOICE teachers work collaboratively to raise the academic performance of all students. Committed to unending self-reflection, growth, and improvement, VOICE teachers actively seek feedback to make their teaching better. They love and nurture all of our students, as they become deeply caring and responsible individuals.

#### **Duties of a VOICE Teacher**

The duties of a VOICE teacher include, but are not limited to:

##### **A. Classroom Responsibilities**

- Create rigorous and engaging lesson plans in both detailed long-term and daily lesson plans that follow curriculum maps.
- Set clear short-term and long-term goals to drive instruction.
- Access resources of the VOICE community; pro-actively seek assistance or advice when faced with challenging teaching situations.
- Infuse school values into daily lessons.
- Coordinate all instructional planning and activities with grade-level teachers, coaches, and push-in and pull-out teachers.
- Uphold all school policies within the classroom.
- Maintain a productive, safe, focused and disciplined learning environment.
- Create, administer, and analyze meaningful and frequent assessments from which re-teaching is then planned.
- Provide necessary differentiation, accommodations and modifications for growth and success of all students.
- Effectively teach English (as a content area including grammar, literature, phonics, reading comprehension, spelling, and oral and written communication skills), mathematics, science, physical education, health, social studies, and art.
- Maintain rich classroom environment including classroom library, teaching points, process charts, and publication of student work.
- Go above and beyond to ensure all students are meeting appropriate standards.
- Keep parents well-informed of student performance and progress.
- Model strong written and verbal skills

##### **B. Team & Grade Level Responsibilities**

- Work as part of interdisciplinary team planning and aligning curricula in the form of curriculum maps and lesson plans that will be continually assessed and revised.
- Attend all school and grade level meetings.
- Create and implement student intervention plans when necessary.
- Work with grade level to address and resolve student issues.

- Support the learning of all staff members.

### **C. School Responsibilities**

- Participate in school-wide and individual professional development.
- Make oneself available to parents.
- Attend designated school functions outside of school hours.
- Attend and participate in all staff meetings.
- Recruit students and staff.
- Perform necessary tasks including but not limited to bus, morning, lunch, and afternoon duties.
- Rigorously plan and chaperone field trips.
- Communicate responsibly and pro-actively with all staff.
- Arrive punctually for all activities throughout the day.
- Report to appropriate administrators.
- Abide by all state and federal mandates in reporting sexual or physical abuse and neglect. Complete all required paperwork for school, administration of grants, and ordering of materials and writing small grants for needed materials.
- Uphold the code of conduct and all school policies contained in all school documents including but not limited to parent handbook, HR manual, faculty handbook, and weekly circulars.
- Collaborate with teaching and office assistants

### **D. Evaluation**

- Give feedback to school leaders.
- Appropriately receive and give feedback to students, parents, faculty, and staff.
- Use evaluation as a tool to improve and grow in all teacher responsibilities.

### **E. Special Education Compliance responsibilities**

- Review and comply with the guidelines of I.E.P.
- Ensure that all children with disabilities who need special education and related services attending the school are identified, located, and evaluated.
- Work closely with the CSE staff members so that the child, once referred, will be evaluated
- Follow IDEA reporting requirements, including providing information about student performance and services received.
- Maintain records and ensure their confidentiality

## **Teacher Applicant Qualifications**

The following is required of all applicants:

- A Bachelor's degree
- NYS teaching certification valid through August 2012 and qualify as "highly qualified" under No Child Left Behind
- Pass criminal background check
- Computer literate, able to use Microsoft Office, including Word and Excel, and access and load documents onto the VOICE shared drive; prompt with e-mail communication

Though not required, the following experience will enhance applications:

- Master's degree
- Content area knowledge
- Special Education Certification
- At least two years of full-time teaching experience in an urban school

- Leadership experience
- Ability to teach enrichment classes (e.g. music, dance, sports, art)
- Counseling or social work experience in a work or volunteer capacity
- Multilingual

### **Compensation**

The school offers a competitive salary and benefits package.

### **An Equal Opportunity Employer**

It is the policy of VOICE Charter School to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alien age and citizenship status, age, marital status, disability, sexual orientation, gender (sex), and to maintain an environment free of harassment or retaliation, as required by law.

### **To Apply**

All applications must be submitted via e-mail ([voiceemployment@gmail.com](mailto:voiceemployment@gmail.com)). We are not able to respond to any mailed or faxed applications or phone calls regarding employment.

We require two items from all applicants: (1) a cover letter and (2) a professional resume. Please do not submit any other materials.

Please note:

- The cover letter must be specific to VOICE Charter School, and it should express why you feel you would be a good fit for our teaching and learning community (visit the VOICE website, [www.voicecharterschool.org](http://www.voicecharterschool.org), for information).
- The cover letter must appear within the text of the e-mail (a fully-formatted version should also be attached).
- The resume should include any school/education/child-based experience to-date, all work experience, undergraduate major(s)/field and GPA, and any post-graduate work.
- The resume should be attached to the e-mail.

Again, due to the large number of applicants, we are not able to respond to mailed or faxed applications or phone calls regarding employment. We will only review e-mailed materials.