

Brevard Academy- A Challenge Foundation Academy

The Mission of Brevard Academy is to prepare its students to achieve academic excellence through the Core Knowledge Sequence. Through a partnership involving students, teachers, and parents the school strives to create citizens with strong moral character and active intellectual inquiry.

Teacher

Job Description

Reports To: School Director

Terms of Employment: 10 Months

Qualifications: A valid North Carolina Teaching Certificate in the appropriate area. Such alternatives to the above qualification as the Board of Directors may find appropriate and acceptable.

Purpose: To help students learn subject matter and skills that will contribute to their educational and social development through an encouraging and appropriately challenging learning environment.

Abilities/Skills:

- Ability to communicate effectively both orally and in writing.
- Ability to reason, make judgments, and maintain effective professional working relationships with others.
- Ability to utilize positive human relation skills with all staff, parents and students.
- Ability to resolve problem situations with sound judgment.
- Ability to maintain confidentiality in matters relating to Brevard Academy-A Challenge Foundation Academy.
- Ability to exercise independent judgement and initiative in completing work assignments.

Essential Job Functions:

- Strives to fulfill the mission and vision of Brevard Academy- A Challenge Foundation Academy
- Teaches a curriculum that integrates the Core Knowledge sequence and the North Carolina Standard Course of Study.
- Differentiates instruction to meet the needs of all learners.
- Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students.
- Employs a variety of instructional techniques and instructional media consistent with the needs and capabilities of the individuals or student groups involved.
- Evaluates student academic and behavioral progress, keeps appropriate records and prepares progress reports.
- Diagnoses students' needs on a regular basis and cooperates with the other professional staff members at the school and county level in helping students solve health, attitude, and learning problems.
- Communicates with parents through conferences and other means to discuss the student's academic and behavioral progress and interprets the school programs.
- Develops lesson plans and instructional materials and provides individualized small group instruction in order to adapt the curriculum to the needs of each student.
- Translates lesson plan into learning experiences so as to best utilize the available time for instruction.
- Assists the administration in implementing all policies and/or rules governing student life and conduct. For the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order

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in the classroom in a fair and just manner.

- Makes detailed lesson plans for the substitute teacher to follow whenever it is known that sick or personal leave has to be taken.
- Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Assists in the selection of books, equipment and other instructional materials.
- Maintains accurate up-to-date attendance and academic records for all students.
- Supervises students in out-of-classroom activities during the assigned workday.
- Administers group standardized tests in accordance with the required testing programs.

Additional Job Functions:

- Cooperates with other members of the staff in planning instructional goals and methods.
- Attends and participates in faculty meetings and after school activities.
- Participates in faculty committees and the sponsorship for student activities.
- Provides for own professional growth through an ongoing program of reading, attending county and state sponsored workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Perform non-instructional duties as assigned.

Evaluation: Performance of this job will be evaluated in accordance with the provision of the Board of Directors' policy on evaluation of certified personnel.

Application Procedure:

Applicants should submit a letter of interest and current resume with detailed work history and should complete an application at <http://brevard.teamcfa.school/about/employment-opportunities> or obtain an application at Brevard Academy- A Challenge Foundation Academy. Current employees should submit a letter of interest and resume. Application materials will be screened and finalists will be interviewed. If none of the applicants is selected, we reserve the right to re-advertise the position.

Mail or Deliver Application Documents to: Brevard Academy- A Challenge Foundation Academy
c/o Employment Office
1110 Hendersonville Hwy
Pisgah Forest, NC 28768

Brevard Academy- A Challenge Foundation Academy is an equal opportunity employer.

DISCLAIMER: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.