



## **7<sup>th</sup> & 8<sup>th</sup> Grade English Language Arts Teacher**

### **Central Lyon Community Schools**

**REPORTS TO** Building Principal

**FLSA STATUS** Exempt

**PREPARED DATE** 1/2021

**START DATE** 8/2021

#### **JOB SUMMARY**

The ELA teacher will be responsible for developing in each student skills in reading, writing, speaking and listening, in addition to skills identified in the Iowa Core's universal constructs and 21<sup>st</sup> century skills. The teacher must be committed to servant leadership; make and honor collaborative decisions; communicate openly, honestly and frequently; operate transparently while demonstrating a respect for privacy; model respect; and advocate equity for all students.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Demonstrates ability to enhance academic performance and support for implementation of the school district's student achievement goals.
- Demonstrates competence in content knowledge appropriate to the teaching position.
- Demonstrates competence in planning and preparing for instruction.
- Uses strategies to deliver instruction that meets the multiple learning needs of students.
- Uses a variety of methods to monitor student learning.
- Demonstrates competence in classroom management.
- Engages in professional growth.
- Fulfills professional responsibilities established by the school district.

#### **OTHER JOB FUNCTIONS**

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning by developing schemes of work and tests that are in accordance with established procedures. Ensure classroom is prepared for activities.
- Instruct and monitor students in the use of learning materials and equipment by using relevant technology and a variety of learning materials and resources to support and differentiate instruction. Establish and communicate clear objectives for all learning activities.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures. Discipline shall be maintained in accordance with the rules and disciplinary systems of the district.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies. Observe and evaluate student's performance and development, assign and grade class work, homework, tests and assignments. Provide appropriate feedback.
- Maintain accurate and complete records of students' progress and development, and update all necessary records accurately and completely as required by laws, district policies and school regulations. Prepare required reports on students and activities.

- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in department, school, district and parent meetings. Participate in appropriate professional activities, extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

### **QUALIFICATIONS**

Minimum qualifications include a valid Iowa teaching certificate, a Bachelor's Degree from an accredited college or university with a major in education or acceptable content area. Must possess proper state certification and licensure for position. Employee is expected to demonstrate continued professional growth specific to the program(s).

### **COMMUNICATION SKILLS**

Strong written and verbal communication skills are critical to the success of this position. Must possess the ability to communicate effectively with a variety of individuals and groups from all levels of the organization, including staff, principals, and central administration. Communication will include individual to large group presentations as well as written communications and reports. Individual must have effective listening skills.

### **ANALYTICAL & REASONING SKILLS**

Individual must have a solid background in instruction, assessment and curriculum, as well as have the ability to interpret data, which may be very complex and varied. Must be able to apply instructional strategies and link assessment data analysis to school improvement, curriculum, and professional development.

### **TECHNOLOGY SKILLS**

Position requires the individual to be competent in a variety of methods in research and information gathering through technology. The ability to present and communicate through technology is required.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Normal office physical demands. May periodically have moderate physical demands and may be required to lift up to 50 pounds occasionally. The noise level in the work environment is usually moderate. Generally employee works inside.

### **TERMS OF EMPLOYEMENT**

Salary and work year to be established by the Board.

### **EVALUATION**

Performance of this job will be evaluated by the building principal according to the Iowa Teaching Standards and guidelines of Board policy.

### **APPLICATION PROCESS**

Please mail OR email a copy of the application along with your cover letter, resume and credential file to:

Mr. Jason Engelman, Secondary Principal  
 Central Lyon School  
 1010 S Greene St  
 Rock Rapids, IA 51246  
 jengleman@centrallyon.org

A complete application must include:

1. A cover letter

2. Resume
3. Teaching license (digital copy)
4. Recent letters of recommendation regarding your professional work
5. Completed and signed application form

**School District Non-Discrimination Notice**

It is the policy of the Central Lyon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Superintendent, Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51246, (712) 472-2664, [superintendent@centrallyon.org](mailto:superintendent@centrallyon.org).

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