



## Job Description

**Position:** Teacher  
**Reports to:** School Director  
**Hours:** 7:15 am – 4:30 pm

**Department:** Faculty  
**Location:** School Campus  
**FLSA Status:** Exempt

### Mission Statement

*Uplift's mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.*

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### SUMMARY

Provide students with appropriate educational activities and experiences that will enable them to fulfill their potential for intellectual, emotional, physical and social growth. Help students develop the skills necessary to be a productive member of society.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### School Responsibilities

- Arrives at school 15 minutes before carpool and is available for assigned duties or set-up (7:15 am)
- Stays at school until time designated by School Director/Managing Director or as business necessitates
- Participates in school-wide and individual professional development, including the 2 -3 week summer session
- Attends and participates in all staff meetings
- Performs necessary duties including but not limited to bus, morning lunch, and afternoon duties
- Chaperones field lessons and field trips
- Communicates with all staff
- Reports to appropriate administrators
- Abides by all state and federal mandates in reporting sexual or physical abuse and neglect
- Upholds the code of conduct and all school policies
- Maintains and supports a positive professional school culture
- Models behavior within the code of conduct
- Supports and follows directives of campus administrators

#### Team Responsibilities

- Works as part of interdisciplinary team planning and aligning and integrating curricula that will be consistently assessed
- Attends all grade level meetings
- Works with grade level to address and resolve student issues

#### Classroom Responsibilities

- Creates rigorous and engaging long-term, quarterly, weekly, daily, and lesson specific lesson plans
- Sets clear short-term and long-term goals to drive instruction

- Maintains a productive, safe, and focused learning environment
- Consistently enforces Uplift Education's core mission and values
- Creates and provides meaningful and frequent assessments in a timely manner, utilizing the daily conference time to do so
- Provides necessary accommodations and modifications for growth and success of all students
- Effectively teaches the adopted curriculum, the Uplift curriculum and the International Baccalaureate components.
- Goes above and beyond to ensure all students are meeting appropriate standards
- Keeps parents well-informed about students' progress, providing frequent feedback in accordance with campus guidelines, weekly assessments and quarterly report cards
- Maintains an open-door policy
- Upholds all school policies within the classroom
- Ability to communicate effectively with students, parents, staff, and public agencies in support of the attendance program
- Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A./ B.S.) from an accredited college or university required. Master's Degree is preferred but not required. Must have a valid Texas Teacher Certification or be enrolled in an Uplift designated certification course. Teachers of record must be "highly qualified," as defined by No Child Left Behind Act (federal law). Spanish speaking a plus.

### **LANGUAGE SKILLS**

Ability to read, analyze, and apply common sense understanding and to carry out instructions in written or oral form. Ability to set priorities. Ability to communicate with all levels of personnel, students, and parents.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### **COMPUTER SKILLS**

To perform this job successfully, an individual should be competent in Microsoft Office applications and ability to learn and use computer software as necessary. Ability to use basic office equipment.

**SAFETY DUTIES & RESPONSIBILITIES**

Every employee of the school has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

**PHYSICAL / MENTAL DEMANDS**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and use the wrists, hands and/or fingers. The employee is occasionally required to stand; walk; climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Work at a desk and computer screen for extended periods of time.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is low to high and may have frequent interruptions. There may be activity from other employees and students of a distracting nature.

**OTHER QUALIFICATIONS**

Satisfactory criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

**MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS**

Uplift Education retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

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This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/Witness: \_\_\_\_\_

Date: \_\_\_\_\_