

Revised 6-26-23

CHRISTINE DUNCAN'S HERITAGE ACADEMY (CDHA) TEACHER JOB DESCRIPTION

Description: The School Teacher provides students with a welcoming and a healthy school environment, articulates best bilingual education and early childhood/middle school practices with a focus in family literacy, mentors Educational Assistants, develops lesson plans based on Christine Duncan's curriculum (and submits to Principal a week in advance and prepares lesson plans for substitute teacher when absent), continues to implement, improve, and develop CDHA curriculum aligning with New Mexico Content Standards and Benchmarks, and works collaboratively with all CDHA staff.

Your hours are from 7:45 a.m. to 4:15 p.m. Monday-Thursday. We will have staff meetings twice a month at 7:30 every other Tuesday. We will have monthly PLCs on assigned PD days. Teachers will have weekly grade level meetings to collaborate and review student progress. Any absence from staff meetings or PLCs must be approved by administration at least two days prior to the meeting. Parent/Teacher Conferences may take place before or after school the week prior to scheduled parent/teacher conferences and if 100% completed by scheduled parent/teacher conferences, you may work on lesson plans from home. Professional development taking place on Friday will be from 8-4 on designated days and you will receive additional compensation for your participation if it's an out of contract day. Please review the professional development calendar for dates. You are responsible for all information given during staff meetings and on professional development days. It is your responsibility for getting the meeting information from your colleagues. It is strongly recommended that you attend staff meetings and all professional development activities. Prior to instructing students, at 8:05 a.m., you are responsible for preparing your classroom, being available to arriving students and parents, and attending teacher assigned duties. Prior to leaving the building you are responsible for project clean up and leaving your classroom prepared for janitorial clean-up. **Please turn off air conditioners or heaters before leaving for the day and make sure your outside doors are locked, inside doors are closed and all lights are turned off.**

You must be on campus for five (4) week days prior to the start of school and these four days are mandatory for Professional Development, and two (2) week days at the close of school if you are not completely checked out by administration. The four days prior to the start of school will be used for professional development workshops and/or in-services, classroom set up and student assessments. The two days after the closing of school will be used for review and evaluation of the school year, classroom clean up, inventory, completing any data entry regarding assessments and report cards and creating classroom supply lists accordingly. You will not be expected to be present if all required items are completed.

Minimum Qualifications:

- Successful completion of degree with an elementary education certification program or be on an approved Alternative Teacher Program pathway.

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- New Mexico Public Education Teacher Certification License with appropriate endorsements for subject matter (minimum Level I)
- Two years of successful teaching experience as lead teacher or educational assistant

Responsibilities:

To establish and maintain a safe and healthy learning environment

1. Designs appropriate room arrangement to support the learning goals and objectives of the classroom. (e.g. cooperative learning groups, learning centers, etc.)
2. Promotes healthy habits; including but not limited to, nutrition, physical activity and communication in at least two languages (English and Spanish)
3. Maintains a safe learning environment
4. Posts necessary information to ensure the safety and well-being of the students.
5. Maintains an orderly and clean learning environment.
6. Keep parents informed of classroom and school activities
7. Other duties as assigned by administration

To advance physical, intellectual and social competence

1. Provides a balance between teacher directed whole group, small group, and individual instruction; as well as, student guided learning and practice
2. Provide a balance of multi-sensory approaches for instruction addressing various learning modalities.
3. Uses equipment and materials for indoor and outdoor play that promote students' gross and fine motor physical development.
4. Involves students in planning and implementing learning activities and instruction
5. Observes and documents child's development and academic and social progress in students' DATA folders
6. Provides research based, sequential lessons that meets the needs of individual students, and are guided by the CDHA curriculum and align with New Mexico Content Standards and Benchmarks
7. Plans and implements activities that promote language and literacy development, the acquisition of number concepts, positive self-esteem and social skills.
8. Plans and implements culturally diverse experiences
9. Uses and promotes positive guidance techniques
10. Establishes routines with smooth transition periods
11. Communicates with students at their developmental level
12. Encourages students to be independent, yet work in teams
13. Other duties as assigned by administration

To ensure positive and productive relationships with families

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1. Relates assessment information to parents and offers support for dealing with children at different developmental stages
2. Promotes communication with parents through daily communications and monthly newsletters.
3. Provides a variety of ways that families can participate in the program.
4. Encourages parents to participate in the program.
5. Other duties as assigned by administration

To ensure a well-run purposeful program responsive to participant needs

1. Assesses program supplies and materials needed prior to implementing activity
2. Coordinates and helps supervise other teachers and aides
3. Maintains weekly written lesson plans.
4. Assesses children's needs and developmental progress on an ongoing basis and informs parents
5. Monitors teachers and aide's assessment documentation
6. Uses the results of assessment to plan activities
7. Provides guidance to co-workers activity planning
8. Maintains at least two grades per subject per week
9. Other duties as assigned by administration

To maintain a commitment to professionalism

1. Promotes CDHA's mission, philosophy, and educational objectives
2. Supports CDHA's code of ethical conduct
3. Engages in ongoing staff development to improve personal and professional skills.
(minimum of ten in-service days per year as planned by administration)
4. Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement
5. Attends staff meetings, workshops, and in-service training provided by CDHA
6. Communicates on a daily basis with an assistant, and any other staff working with students i.e., special education teacher, speech therapist, Spanish teacher, etc.
7. Participates in the CDHA's evaluation process as presented in the CDHA's Professional Development Plan
8. Is bound to the policies in the CDHA's Employee Handbook
9. Reports leave to the administrative assistant in advance in the employee portal and in pink sheets and submit to the adm. assistant so he/she can make arrangements for classroom coverage.
10. Other duties as assigned by administration

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**IT IS UNDERSTOOD THAT THERE MAY BE SOME NEED TO ADJUST DUTIES
DEPENDING ON ENROLLMENT OR OTHER SCHEDULING NEEDS AT THE
DIRECTOR'S DISCRETION.**

**ALL CHRISTINE DUNCAN'S HERITAGE ACADEMY'S BUSINESS AND
INTERACTIONS WITH CHILDREN, PARENTS AND STAFF ARE TO REMAIN
CONFIDENTIAL.**

I have read and understand this position description, and agree to the responsibilities included
herein.

Teacher Signature

DATE: _____

Principal, Christine Duncan's Heritage Academy

DATE: _____

Christine Duncan's Heritage Academy is an equal opportunity employer and does not
discriminate against any individual on the basis of race, color, gender, age, national origin,
marital status, sexual preference or disability. Christine Duncan's Heritage Academy positions
are dependent upon funding availability.