



Job Description

Position: High School English Teacher
Location: Muskegon Covenant Academy
Reports to: Supervisor of Academic Progress

General Description: Delivers teacher-led instruction in an online/blended learning environment for the purposes of supplemental enrichment, core curriculum and credit recovery to meet a range of educational needs for at-risk and homeless youth.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant Academies Foundation philosophy and mission statement in all his/her school activities
- Differentiates instruction based on students' learning styles and needs and assists students in assimilating information to gain understanding and knowledge
- Uses computers and other technology provided to assist students
- Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication
- Arranges media and content to help transfer knowledge most effectively in the online environment
- Uses student data to inform instruction, guides and monitors students' management of their time, monitors learner progress with available tools and develops an intervention plan for unsuccessful learners
- Demonstrates effective instructional strategies and techniques that actively engage students in the learning process
- Provides continuous evaluation of students to include pre-and post-testing and student input throughout through each course
- Prepares and administers all standardized tests as directed
- Keeps accurate records on each student such as grade books and progress reports, lesson plans, attendance records, and behavior/discipline records
- Maintains the classroom environment in an orderly fashion that is conducive to effective teaching and learning
- School activities — Teachers are required to attend and/ or participate in such other activities as directed by the School Leader such as: faculty meetings (before or after school hours), open houses, commencement exercises, etc. as these activities demonstrate valuable support for Covenant Academies Foundation
- Acts in accordance to the directives and assignments given by the Supervisor of Academic Progress
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Covenant Academies Foundation manuals pertinent to the position

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of dropout, homeless and at-risk youth that Covenant Academies Foundation serves

- Ability to adapt and adjust instruction to create multiple paths to meet learning objectives
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Bachelor's Degree
- High Qualified Teaching Certification English
- Preferred candidate would also hold a highly qualified certifications in Spanish, Math, or Science
- Excellent technology, oral/written communication skills
- Passion for working with at-risk youth in an online learning setting

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time.

Covenant Academies Foundation is an equal opportunity employer and will not discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disabilities or other legally protected status.

Covenant Academies Foundation is a year-round charter high school offering a traditional high school diploma to dropout, at-risk, and homeless students ages 16-22. Please submit resume, cover letter, and a copy of applicable licenses/certifications to the Gretchen LaHaie at glahaie@mcovenantacademy.org. Please call 616.528.2383 for general questions or inquiries.