

Saginaw Covenant Academy Job Description



Position: High School Teacher
Reports to: Administrator

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 Saginaw Covenant Academy 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 Administrator such as: faculty meetings (before or after school hours), open houses, commencement exercises, etc. as these activities demonstrate valuable support for Saginaw Covenant Academy
- Acts in accordance to the directives and assignments given by the Administrator
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Saginaw Covenant Academy manuals pertinent to the position

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of homeless and at-risk youth that Saginaw Covenant Academy 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
- Certification in Math, English, Social Studies or Science
- Preferred candidate would have dual certifications in the core teaching content areas of Math, English, Social Studies or Science, such as certifications in both Math/Science or English/Social Studies.
- Excellent oral and 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.

Saginaw Covenant Academy 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.

Saginaw Covenant Academy is a year-round charter high school offering a traditional high school diploma to 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@mcoventacademy.org. Please call 616.528.2383 for general questions or inquiries.