

## COLLEGE PARK ACADEMY PUBLIC CHARTER

Gordon Libby, High School Principal | [gordon.libby@pgcps.org](mailto:gordon.libby@pgcps.org) | Steven Baker, Middle School Principal | [steven.baker@pgcps.org](mailto:steven.baker@pgcps.org)  
5751 Rivertech Court | Riverdale Park, MD 20737 | 240-696-3206 | <http://collegeparkacademy.net>

**POSITION:** Language Arts Middle School Classroom Teacher

**ORGANIZATION / LOCATION:**

PGCPS/ College Park Academy

**REPORTS TO:** Principal

**UNION:** PGCEA **GRADE:** 2-7

**POSITION SUMMARY:** College Park Academy is a blended learning school. The teacher should have strong technology skills. The teacher provides for instruction of students by developing, selecting, and modifying instructional plans and materials and presenting them using instructional techniques which meet the needs of all students. The teacher provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of students. This position monitors and evaluates student performance, develops and implements plans to improve student performance, and maintains required records and follows required procedures and practices.

## DUTIES AND RESPONSIBILITIES

Establishes clear goals and objectives related to the School Performance Plan; Plans and prepares lessons, assignments, instructional materials;

Establishes learning objectives consistent with appraisal of student needs, curriculum framework, and knowledge of human growth and development; Prepares, administers and corrects evaluations and assessments, and records results;

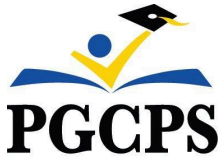
Selects and uses appropriate instructional strategies including, but not limited to, lectures, group discussions, demonstrations, modeling and multimedia teaching aids to present subject matter to students;

Evaluates student progress using appropriate assessment techniques;

Maintains order and discipline in the classroom conducive to effective learning and takes all necessary safety precautions to protect students, equipment, materials and facilities;

Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives

Counsels pupils when academic and adjustment problems arise;



## COLLEGE PARK ACADEMY PUBLIC CHARTER

Gordon Libby, High School Principal | [gordon.libby@pgcps.org](mailto:gordon.libby@pgcps.org) | Steven Baker, Middle School Principal | [steven.baker@pgcps.org](mailto:steven.baker@pgcps.org)  
5751 Rivertech Court | Riverdale Park, MD 20737 | 240-696-3206 | <http://collegeparkacademy.net>

Confers with parents and students regarding progress/problems of assigned students; arranges and participates in teacher-parent or teacher-student conferences as necessary;

Maintains accurate and complete records as required by law, Board Policy and Administrative Regulation;

Monitors appropriate use and care of equipment, textbooks, materials and facilities;

Attends and actively participates in staff/faculty meetings and provides input regarding the planning of instruction goals, objectives and methods;

Improves skill and knowledge base in current trends, research and methodology in instructional techniques, technology, multicultural content, problem solving and interdisciplinary connections;

Plans and supervises purposeful assignments for paraprofessional educators, student teachers, and volunteers; and

Performs other duties as assigned.

## QUALIFICATIONS

Ability to work with diverse populations;

Knowledge of school organization, goals and objectives, curriculum, teaching techniques, current trends, research, and materials of instruction in field of specialization;

Excellent knowledge and understanding of the teaching and learning process;

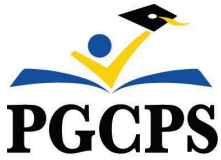
Ability to provide instruction that reflects multiple perspectives and multicultural education; Ability to infuse technology into curriculum;

Ability to work effectively with students, parents, administrators, colleagues, community, and other school system staff; and excellent oral and communication skills.

**EDUCATION and/or EXPERIENCE REQUIREMENTS:** Bachelor's degree required in applicable field of education from a regionally accredited college or university.

**CERTIFICATION REQUIREMENTS:** Holds or is eligible for a Professional Certificate appropriate to area of assignment issued by the Maryland State Department of Education.

**SUPERVISORY RESPONSIBILITIES:** Supervision of classroom paraprofessional(s) and dedicated or classroom assistants, if applicable.



## COLLEGE PARK ACADEMY PUBLIC CHARTER

Gordon Libby, High School Principal | [gordon.libby@pgcps.org](mailto:gordon.libby@pgcps.org) | Steven Baker, Middle School Principal | [steven.baker@pgcps.org](mailto:steven.baker@pgcps.org)  
5751 Rivertech Court | Riverdale Park, MD 20737 | 240-696-3206 | <http://collegeparkacademy.net>

**PHYSICAL DEMANDS:** The physical demands 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 job, the employee is frequently required to stand, talk, hear, walk, sit, and use fingers, tools or controls. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus, and depth perception. While performing the duties of this job, the employee may occasionally push or lift up to 25 lbs.