



Helen Y. Davis Leadership Academy
Charter Public School
23 Leonard Street Boston, MA 02122
Telephone: (617) 474-7950; Fax (617) 474-7957



Job Description: Teacher

Reports to: Director of Teaching and Learning/Principal

Summary:

Teaches content area specific courses using instructional practices that ensure all students learn the basic and essential skills as appropriate for their grade level in adherence with the Common Core and other federal mandates. For clarity of implementation please refer to the DESE Teacher Rubric, DLA Accountability Plan, and District Determined Measures for Teachers.

Teacher Essential Duties and Responsibilities:

(Based on DESE Teacher Evaluation Standards, Accountability Plan, and District Determined Measures - for clarity of implementation please refer to the DESE Teacher Rubric for Educator Evaluation, DLA Accountability Plan, and District Determined Measures for Teachers (Attachments A, B, and C).

(I) Curriculum, Planning & Assessment

- **(A) Curriculum and Planning Indicator**
 1. Subject Matter Knowledge
 2. Child and Adolescent Development
 3. Rigorous Standards-Based Unit Design
 4. Well-Structured Lessons
 - Accountability Plan Measure 2.1
 - Accountability Plan Measure 2.2
- **(B) Assessment Indicator**
 1. Variety of Assessment Methods
 2. Adjustments to Practice
 3. District Determined Measures Based on Content
- **(C) Analysis Indicator**
 1. Analysis and Conclusion
 2. Sharing Conclusions with Colleagues
 3. Sharing Conclusions with Students

(II) Teaching All Students

- **(A) Instructor Indicator**
 1. Quality of Effort and Work
 2. Student Engagement
 3. Meeting Diverse Needs
- **(B) Learning Environment Indicator**



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1. Safe Learning Environment
 2. Collaborative Learning Environment
 3. Student Motivation
- **(C) Cultural Proficiency Indicator**
 1. Respects Differences
 2. Maintains Respectful Environment
 - **(D) Expectations Indicator**
 1. Clear Expectations
 2. High Expectations
 3. Access to Knowledge

(III) Family and Community Engagement

- **(A) Engagement Indicator**
 1. Parent/Family Engagement
- **(B) Collaboration Indicator**
 1. Learning Expectations
 2. Curriculum Support
- **(C) Communication Indicator**
 1. Two-Way Communication
 2. Culturally Proficient Communication
- **(D) Community Service**
 1. Accountability Plan Measure 3.1
 2. Accountability Plan Measure 3.2

(IV) Professional Culture

- **(A) Reflection Indicator**
 1. Reflective Practice
 2. Goal Setting
- **(B) Professional Growth Indicator**
 1. Professional Learning and Growth
- **(C) Collaboration Indicator**
 1. Professional Collaboration
- **(D) Decision-Making Indicator**



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1. Decision-Making

- **(E) Shared Responsibility Indicator**
 1. Shared Responsibility
- **(F) Professional Responsibilities Indicator**
 1. Judgment
 2. Reliability and Responsibility

Must demonstrate the following routine responsibilities:

- Arrive at work by 8:00 a.m. every day.
- Swipe attendance card upon entering and leaving the building.
- Check e-mail regularly, at least 3 times a day (morning, noon, and afternoon).
- Check voice mail daily (red light on phone is lit when voicemail is present).
- Be on assigned duty by 8:15 a.m. every day.
- Attend Community Circle with assigned grade level everyday to supervise and take attendance.
- Maintain order and silence during Community Circle.
- Assist with dismissal every day.
- Leave school no earlier than 4:30 p.m. every day (unless otherwise agreed upon with supervisor).
- Verify computer inventory after every class. Inform IT immediately if any inventory is missing.
- Keep computer carts locked at all times.
- Submit Lesson Plans to Director of Teaching and Learning by Sunday evening prior to each school week.
- Attend all school sponsored professional development events.
- Write professional development plan, maintain professional development binder, and get Supervisor approval for PD plan by the end of November.
- Attend weekly Grade Level Common Planning Time meetings and submit minutes (2x/week) to Director of Teaching and Learning.
- Attend all Content Area meetings (during Friday PD).
- Maintain up-to-date binder for substitute teachers.
- Monitor, using RADAR, behavior in hallways school-wide looking for students who follow/don't follow school rules.

Routine responsibilities continued:

- Ensure students have Hall Passes at all times outside of classrooms (except during transfers).
- Communicate frequently with parents/guardians about student progress, positive news, and areas of needed growth.
- Enter grades into PowerSchool weekly/not less than once a week.
- Respond to parent e-mails and/or phone calls within 24 hours of receipt.
- Attend all Report Card/Parent-Teacher Conferences.



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- Follow the 7 Core Values at all times and model them for students and the school community.
- Adhere to school policies and respond to Administration/Supervisor requests in a timely fashion (i.e. Field Trip Organizer forms, Requests for Absence, Requests for Reimbursement, etc.).

Other Responsibilities:

- Responsibilities may include other duties as assigned by the Executive Director, Director of Teaching and Learning, and/or Supervisor.

Qualifications:

- Candidates should have a Bachelor's degree; pass the MTEL exam in the Content Area taught, or have completed an accredited teacher education program.

Knowledge of:

- Special education practices and procedures
- Cultural norms and competency
- Basic computer skills