

MOUNTAIN HOME PUBLIC SCHOOLS
Job Description

Position: Pathways/Career Academies Teacher on Special Assignment (TOSA)

Reports to: Building Principal

Job Goal: To sustain and develop all facets of Career Academies

Performance Responsibilities and Duties

- Develop academy recruiting materials.
- Work with principal in placement of teachers within academies and within teams.
- Ensure teaching teams are working smoothly and effectively: team building, etc.
- Support academy leaders with materials, staff development, budget, and problem solving.
- Mentor academy teachers to discuss and monitor problems and solutions.
- Serve as liaison with MHJH Keystone teachers/ teacher certification.

Curriculum

- Assist in the development, implementation, and evaluation of academy curriculum.
- Work with teachers on the enhancement of curriculum and academic standards.
- Develop sustainable internship program.
- Assist in developing Keystone and Capstone/Teacher Certification.
- Develop and assist the Academic Advisory Program including curriculum, Student Led Conferences, Mentoring Program, and the Transition Program.
- Facilitate and assist in Academy Student Representative Organization.
- Work and develop Teen Girls Go To College with junior high and high school counseling staff.
- Work directly with at risk students.

Staff Development

- Assist in planning academy staff development and training.
- Work with teachers to obtain sources to facilitate academy enrichment activities.
- Coordinate interdisciplinary teams and interdisciplinary curriculum development.
- Assist in restructuring, updating, and implementing academy strategies.
- Attend, monitor, and evaluate academy staff development programs.
- Assist and inform teachers about the Program of Studies through academy meeting common planning time and Transition Day/Completers.

Assessment and Evaluation

- Work with principal in evaluation and assessment of academies.
- Develop and work with advisory committees in developing evaluation instruments.
- Arrange and conduct NAEP testing for HSTW/We test seniors who are completers.
- Gather and evaluate progress toward meeting growth goals data from Charter Grant.

Business/Industry Relationships

- Develop and implement classes taught by instructors from the community business/industry sector.
- Develop and sustain strong student internship program.
- Develop and sustain strong teacher externship program.
- Develop and work with the Business Advisory Board for Career Academies.
- Develop and assist with building principal the partnership with ASU Mountain Home and Articulated Credits/Programs of Study/Student Survey for Program of Studies.

Public Relations

- Assist with public relations activities for three academies.
- Provide assistance to parents, teachers, and students on academy related matters.
- Serve as an academy contact person for community activities.
- Assist in career academy and freshman transition website materials.

Education and Experience

- Bachelor's degree and five years of teaching experience.

Certificate

- Valid teaching license.

Language Skills

- Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of students, staff, parents, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts of basic algebra and geometry.
- Reasoning ability.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

- Ability to apply knowledge of current research, government regulations, and theory in specific field.
- Ability to establish and maintain effective working relationships with staff and the community.

- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands

- The physical demands described here 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 regularly will sit, walk, and stand.
- Specific vision abilities required by this job include close vision.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment is quiet to moderate.

Disclaimer: The information contained in this job description complies with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

1/25/19-Dr. G