

Prodeo Academy

Job Title: Apprentice Teacher



POSITION DESCRIPTION

Prodeo Academy, a PK-4th grade public charter school serving the Twin Cities, is a meaningful education solution that is closing the opportunity gap through data driven instruction in a culture based on a foundation of five core values: Perseverance, Respect, Integrity, Development and Enthusiasm. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. We are looking for team members committed to helping our students access greater opportunities, achieve future success, and contribute to the vitality of our community.

Reports To: Principal

VISION FOR POSITION

Apprentice Teachers are committed members of a school team that is closing the opportunity gap. A Prodeo Academy Apprentice Teacher is intensely focused on their professional growth and student achievement in the areas they teach. The Apprentice Teacher has a desire for rapid professional growth so that they can be a Classroom Teacher the following year. The Apprentice Teacher is responsible for Foundations instruction, management and achievement. As Apprentice Teachers develop, they may be given more opportunities for small group instruction. The Apprentice Teacher will report to the Principal and Classroom Teacher, and will work in partnership with all members of the school team. This opportunity is ideal for someone who is energized by challenging work, committed to a career in education long term, and is able to work collaboratively across lines of difference with an emphasis on cultural sensitivity and inclusiveness.

POSITION FUNCTIONS

Instruction

- Provides targeted instruction to small groups of students
- Adopts and articulates the most effective instructional practices
- Works hard to be an expert in the curriculum
- Most frequently teaches for short bursts of time (20-40 minutes) in small groups; maximizes every second of instruction

Classroom Management

- Radiates warmth; is a positive presence when standing in front of students
- Speaks with leadership and confidence
- Creates a safe, predictable environment for students; has high expectations for students
- Values Classroom Teacher's vision and will support him/her to implement it
- Values school-wide consistency and implementation of the most effective practices; follows school's Common Picture routines, procedures and expectations

Data Analysis

- Sets and achieves ambitious goals for students in the area they teach
- Manages and shares data regularly in the area they teach
- Develops Foundations-specific Data Driven plans every 6 weeks for small groups and individuals

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM

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Professional Development

- Attends all professional development offered by the school, including a 2-week training in August
- Attends coaching meetings, is receptive to frequent observations, and implements feedback
- Attends additional professional develop designed for Apprentice Teachers
- Is organized and well-prepared for all sessions
- Follows through on next steps from professional development
- Works hard to achieve professional goals

Grade Team Participation

- Attends and participates in weekly meetings
- Approaches team work with humility and offers help even when it hasn't been asked for
- Shares resources, plans and ideas openly
- Has a "whatever-it-takes" mentality to the support their team and Classroom Teacher

Communication

- Takes direction from Classroom Teacher; asks for feedback regularly
- Advocates for students regularly, does not allow for time to pass when a student is in need
- Checks and responds to email and phone messages within 24 business hours
- Speaks kindly of others at all times
- Stays solutions-orientated when faced with complex challenges

SKILLS & REQUIREMENTS, DESIRED QUALIFICATIONS

General Requirements

- Education required: BA/BS degree
- Certification/Licensure required: *must* be enrolled in a teaching certification program or alternative licensing program

Knowledge & Skills

- Outstanding attention to detail and willingness to get the job done
- Excellent organizational, planning, and implementation skills
- Ability to communicate and interact effectively with multiple stakeholders
- Able to multi-task and work in a fast-paced entrepreneurial environment
- Knowledge of MS Office (Word, Excel, Powerpoint)
- 4-year college degree preferred, but not required

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