

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

Pre-K Classroom Teachers are committed members of a grade level team that is closing the opportunity gap for not only the students in their classroom and grade, but also the school. A Prodeo Academy Pre-K Classroom Teacher is intensely focused on each student's growth. Kindergarten standards and benchmarks are a Pre-K Classroom Teacher's "North Star." In order to achieve this, the Pre-K Classroom Teacher provides a loving, structured classroom rooted in play and high expectations for behavior and learning. The Pre-K Classroom Teacher will report to the Principal, and will work in partnership with all members of the school team. The Pre-K Classroom Teacher will provide leadership and guidance to their Assistant. This opportunity is ideal for someone who is energized by challenging work, hungry for feedback, 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 students
- Utilizes play to teach toward curriculum
- Adopts and articulates the most effective, play-based instructional practices
- Works hard to be an expert in the curriculum
- Backward plans from kindergarten standards and benchmarks

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 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 with students
- Manages and shares data regularly
- Identifies strengths and growth areas in classroom/ grade level/ schoolwide data and gets "granular" – will pinpoint trends in small group and individual students' data

- Develops Data Driven plans every 6 weeks for small groups and individuals

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
- 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, participates, and presents during weekly meetings
- Approaches team work with humility and offers help even when it hasn't been asked for
- Shares resources, plans and ideas openly

Communication

- Recognizes when a student's situation is urgent and prioritizes accordingly
- 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: Licensure in area of teaching assignment
- Other Desired:
 - Knowledge and application of NAEYC standards
 - Record of exemplary results with students
 - Advanced training beyond minimum license requirement – Early Childhood training preferred
 - Knowledge and application of assessment tools and data management
 - Experience related to students who have experienced trauma
 - Experience in behavior management techniques, especially for children ages 4 and 5

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 and proficiency of MS Office (Word, Excel, Powerpoint) and Google Suite
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- 4-year college degree preferred, but not required

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM

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