



SABA Academy Seeking High School Coordinator/Teacher

To be considered, all applicants must meet the minimum qualifications described below.

QUALIFICATIONS:

1. Bachelor degree or higher from an accredited institution.
2. Teaching credential, or plans to enroll in a credentialing program.
3. Computer proficiency.
4. English Proficiency.
5. Relevant classroom teaching experience in the USA.
6. Strong oral and written communication skills
7. Good teamwork skills

DUTIES & RESPONSIBILITIES:

- Organize, manage, evaluate, and supervise effective and clear procedures for the functioning of the class assigned, consistent with operations of the total school, and consistent with the philosophy, mission, values and goals of the SABA academy, including instructional programs in the Core Curriculum Content Standards, program evaluation, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management for the class, personnel management, and community relations. Ensure compliance with all laws, administrative codes, board policies and regulations.
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values and mission of the school, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
- Prepare all required reports regarding violence, vandalism, attendance and discipline matters.
- Work alongside the Dean of Academics in counseling students and work closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions.
- Check staff attendance and assign appropriate coverage.
- Establish a professional rapport with students and with staff that earns their respect.

- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Provide an academic checklist of courses for all 4 years of studies for each student (starting with 9-12th grade)
- Provide resources on academic skills as needed per student (Test Taking Skills, Note-Taking Skills, Test Preparation, Tutoring)
- Collaborate with the Dean of Academics and other directors to provide individual & group academic counseling & workshops on topics such as self-esteem, time management, procrastination, etc.
- Keep academic records of meeting with each student
- Follow-up with academic goals set by each student
- Collaborate with the Dean of Academics to generate duty schedules for lunch, salaah, morning supervision, dismissal etc.
- Attend administrative meetings
- Complete beginning and end of year procedures
- Administer/Tabulate/Analyze Teacher Evaluations by Students
- Cumulative/Mid-Term/Final Exams
- Prepare exam and monitoring schedules
- Coordinate physical arrangements for testing days
- Supervise and maintain exam copies
- Review grade templates before date entry
- Support students in their homeroom and coursework and communicate course and school requirements.
- Maintain regular office hours, to be reachable by students or parents.
- Augment course content in the form of remediation, modification, and enrichment.
- Implement student's IEPs and attend IEP conferences, as needed.
- Set deadlines for student work and grant extensions.
- Face-to-face meetings with students and teaching adult, as scheduled. This may include in-person or online meetings.
- Contribute to, complete, and finalize student report cards.
- Recommend promotion and retention.
- Effectively communicate with parents. This includes, but is not limited to:
 - Calling students and parents
 - emailing students and parents
 - Returning phone calls/e-mails ASAP but no longer than 36 hours after the initial contact
- Collaborate with other teachers to support student achievement and student retention.
- Effectively communicate with teachers and administrators. This includes, but is not limited to:
 - Calling and or emailing teachers as needed

- Returning phone calls/e-mails ASAP but no longer than 36 hours after the initial contact
- Collaborate with other instructional teachers in the same content area.
- Attending all online and in-person meetings as scheduled.
- Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Other duties as assigned

APPLICATION PROCESS:

- **Applicants may send resumes and cover letters to hr@sabaacademy.org. In the subject line, please indicate that you are applying for the High School coordinator/teacher job opening in SABA Academy. The review of applications will begin May 1, 2017.**