



## **Phoenix Collegiate Academy Teaching Fellow for 2017-2018**

Phoenix Collegiate Academy teachers serve the students of the South Mountain Village area. Our mission is to prepare all students to succeed in college and be leaders in our community. In the 2017-2016 school year we will serve pre-kindergarten through 12<sup>th</sup> grade students. We know that rigorous academics, a structured environment, and a culture of high expectations will ensure the students we are serving close the existing achievement gap.

### **Job Description**

Teaching Fellows will assist, instruct and co-plan in the core subjects of math, science, social studies and English/Language Arts leading students to academic success and achievement. The Teaching Fellow position is designed to let talented and motivated candidates who may not have a background in education to spend one year learning in a school environment. They gradually take on more teaching responsibilities in anticipation of moving into a full-time classroom teacher role in the following year if anticipated growth is achieved. Teaching fellows should expect plenty of hands-on experience, especially as the first line of defense in substitute teaching if a member of the staff is absent. On days when teaching coverage is not required, the Teaching Fellow assists with day-to-day clerical, operations and maintenance tasks required to keep the school running efficiently.

### **Characteristics and Qualifications**

- An understanding of Phoenix Collegiate Academy's mission and unwavering commitment to fulfill it no matter what it takes.
- A belief that all students can achieve at high academic levels regardless of demographics or background.



- A high level of personal integrity, professionalism and drive to continuously improve.
- Excellent time management and organization skills.
- Experience instructing and/or mentoring urban youth.
- Ability to work on a team and communicate effectively with other people.
- A Bachelor's Degree.

### **Responsibilities**

- Co-plan with other content area teachers.
- Teach daily as/when assigned by the principal.
- Maintain and utilize accurate and up-to-date data regarding student achievement on internal assessments.
- Provide clerical, operations and maintenance assistance to the school as needed on days when they are not called upon to guest teach.
- Provide academic support to students daily through tutoring and student phone calls.
- Enforce all school culture guidelines inside and outside of the classroom.
- Develop and maintain a strong working relationship with parents via updates through phone calls and progress reports.
- Work collaboratively with content teams, grade level teams, and school teams.
- "Guest teach" for staff members who are absent.
- Meet all deadlines.