

Job Description: Classroom Teacher

Teachers are the heart of Littleton Academy. They are responsible for the direct instruction of students (their primary duty), as well as planning instruction and setting goals; implementing curriculum; clearly and timely communicating standards, achievements and deficiencies to students and parents; teaching good study habits; monitoring and assessing academic progress; working with students, specialists, parents and administrators to develop individual education plans, independent study programs and academic remediation processes; maintaining complete and accurate student academic and disciplinary records; ordering and maintaining appropriate levels of textbooks, instructional materials and equipment; maintaining safe and orderly classrooms; maintaining and improving their own professional knowledge and skills; following the letter and the spirit of Governing Board policies and directives from the Principal; cooperating with the Principal, all other employees, classroom assistants, parents and community members in their common endeavor to educate Academy students; setting an example of intellectual curiosity, critical thinking, self-motivation and self-discipline for students; and modeling competence, honesty, personal responsibility and respect for others in every aspect of the job.