

## University Preparatory Academy Teacher/Advisor Role Profile

**Role:**  
Teacher

**Function:**

**Reports to:**  
Building Principal

**Effective Date:**  
May 1, 2010

### **Role Purpose:**

S/he is directly responsible for the social, emotional and academic development of all students. S/he directs all classroom activities and works as a member of a collaborative team to plan for student needs, provide evaluate student progress, create and maintain a supportive and positive school culture, and design and implement program improvements. S/he is responsible for managing the individualized program of each student and involving parents in planning and assessment of their children's educational activities.

### **Essential Functions and Responsibilities:**

- Developing personal relationships with students and parents.
- Developing and implementing instructional programs in accordance with any program established or approved by the Academy;
- Participating in cooperative efforts among teachers, staff and students with regard to curriculum, programmatic development and improvement, extra-curricular and other activities
- Engaging parents in each student's education
- Providing instruction to students and serving as a student advocate
- Maintaining appropriate student discipline and conduct
- Applying approved techniques for the ongoing assessment of student learning
- Attending staff and committee meetings and professional development activities.
- Participating in school improvement planning and assessment.
- Other duties and obligations determined as necessary to facilitate the Academy's mission, goals and standards.

### **Other Significant Role Requirements:**

- High degree of independence within agreed policies, targets and budgets
- Develops and applies new, innovative approaches to complex situations
- Ensures collaborative working environment and encourages innovation
- Leads and works in a team spirit and is capable of resolving issues without causing conflict.
- Adheres to and holds other accountable to organizational norms.

**Critical Competencies:**

- Highly developed organizational, planning and management skills; including outstanding writing and oral communication skills
- Ability to set and monitor goals.
- Understanding of and sensitivity to impact of his/her role and actions on others in the organization.
- Realistic scheduling and observance of deadlines
- Understanding of assessment procedures and reporting.
- Knowledge and understanding of relevant constituencies
- Integrity, Creativity, Intellectual Curiosity, High Standards, Flexibility, Persistence, and Achievement Orientation

**Education and/or Experience:**

Bachelor's degree required.

State of Michigan Teacher Certification.