URBAN*PROMISE* MINISTRIES JOB DESCRIPTION

Position Title: K-5 teaching position Department: CamdenForward School

Reports To: CFS Principal Salary Range: $30,000 salary + Full-Time benefits

Position Summary:
To create a flexible elementary program and a class environment favorable to learning and personal growth. The second grade teacher should establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for in accordance with each student's ability. The second grade teacher is expected to establish good relationships with parents and other staff members. The teacher is also responsible for planning and implementing lessons in accordance with the standards set forth by the CamdenForward School of UrbanPromise Ministries and national NJ State and Common Core standards.

Essential Job Functions:

1. CFS teacher will demonstrate the Urban Promise values and demonstrate character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, perseverance, and punctuality.
2. Establish and enforce rules for behavior, and policies and procedures to maintain order among students. Supervises students in out-of-classroom activities during the school day.
3. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
4. Administer standardized ability and achievement tests, and interpret results to determine student's developmental levels and needs.
5. Demonstrate knowledge of content and pedagogy.
6. Incorporate technology into the curriculum for instruction.
7. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
8. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
9. Assist in fundraising and in running both UPM and CFS special events and work closely with CFS team to continuously improve department-organizations efforts.
10. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

Essential Job Requirements:

EDUCATION	Bachelor's Degree Preferred Education Degree
EXPERIENCE	Experience working with urban youth
REQUIRED SKILLS	• Strong classroom management skills • Ability to work with diverse urban students • In-depth understanding of and commitment to the organization's vision and mission • Leadership and supervision skills
PHYSICAL REQUIREMENTS	This position includes the normal physical demands associated with work in the office and classroom environment. This position includes the ability to schedule work outside of the typical work week, evenings and weekends.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.