



## **JOB DESCRIPTION**

<b>Job Title</b>	McKinley Charter School Detention Center Teacher
<b>Department</b>	
<b>Reports To</b>	Building Principal
<b>Classification</b>	Certified
<b>Location</b>	District Charter School
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

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 may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

The McKinley Charter School Detention Center Teacher provides instruction to students in the Northwest Regional Detention Center and works under the direction of the McKinley Charter School (MCS) principal. The teacher prepares and implements instruction, curriculum, materials, and homework in order to enable students to improve their skills in one or more disciplines.

## **Essential Job Functions**

- Plans a variety of instructional activities to meet the individual needs, interests, and abilities of students in the Northwest Regional Detention Center in accordance with and using the models approved by the MCS Governance Board.
- Prepares lesson plans, activities, assignments, assessments, and materials that follow curriculum guidelines.
- Identifies, selects, and evaluates instructional materials.
- Maintains knowledge of current trends and research in curricular areas, climate models, and assessment techniques in accordance with the models approved by the MCS Governance Board.
- Uses effective teaching techniques to foster optimal student learning.
- Completes all EEN related functions and paperwork.
- Assesses the accomplishments of students on a regular basis and provides formal and informal feedback regarding the student's progress to the student and the staff of the student's school of residence.
- Maintains appropriate records related to grades and behavior.
- Provides guidance which will promote the welfare and educational development of the students.
- Establishes a classroom environment that is orderly, conducive to optimal learning, and meets Detention Center safety/security requirements.
- Maintains all records necessary and communicates those records to the student's school of residence when appropriate.

- Collaborates and communicates with colleagues, students, and families to determine best practices and strategies for improving student achievement.
- Attends to classroom management issues and concerns.

#### **Ancillary Job Functions**

- Maintains a working knowledge of the models used at MCS.
- Attends meetings.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Possession of or eligibility for a license issued by the Wisconsin Department of Public Instruction in Alternative Education and Special Education for grades 6-12.
- Experience teaching in grades 6-12.
- NCI certified or must obtain certifications as soon as practical after hire.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- One or more years of teaching experience.
- Wisconsin Department of Public Instruction Special Education license preferred in EBD, LD, or Cross-Categorical.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work in a secure environment and with Detention Center staff.
- Excellent lesson planning, curriculum planning, organizational, and assessment skills.
- Excellent communication skills and ability to interact effectively.
- Ability to work with students and families of diverse backgrounds.
- Ability to assess and critique student work to improve learning.
- Ability to maintain confidentiality.
- Understanding of child/adolescent psychology, social and emotional development, and individual learning styles.
- Ability to develop effective relationships and communicate with parents, social workers, counselors, and resource teachers regarding student progress.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Secure detention center environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.

- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.