

Innovative Educational Programs, LLC

287 Childs Road
Basking Ridge, NJ 07920
908-630-9600

Job Title:	Teacher	Job Category:	Professional		
Location:	Pathways Academy Charter School	Job Code:	IEP – Detroit, MI		
Level:	Experienced - Non-Manager	Position Type:	Full Time (10 months)		
Salary:	Varies with experience	Exempt:	Yes		
Travel Required:	No	Non-Exempt:	No		
Reports To:	Principal/Director and other appropriately certified superior				
Hours of Work:	8:30am to 3:45pm				
Innovative Educational Programs, LLC 287 Childs Road Basking Ridge, NJ 07920		Pathways Academy Charter School 11322-40 East Jefferson Avenue Detroit, MI 48214			
Job Description					
Overall Responsibilities: Teacher plans, implements and conducts a number of approaches to teaching and learning separate from that offered by mainstream or traditional education. The teacher will develop a close relationship between students, faculty, staff, and have a strong sense of community worth. A teacher's goal will ensure social, emotional, and intellectual growth of each student. The Teachers for Pathways Academy will be a subject matter expert in one of the following: Math, English, Science, or Social Studies. Key Tasks and Responsibilities: 1. Provides supervision of students in educational settings. 2. Provides small group instruction to students enrolled in an alternative school setting. 3. Plans and Evaluates students' progress on the APEX Educational Software Program. 4. Assists in the development and implementation of an individual student improvement Plan for students. 5. Plans daily classroom instructional activities. 6. Administers student assessments to ascertain academic needs of students enrolled in this Alternative setting.					

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7. Works collaboratively with school and agency counselors, teachers, administrators, parents and related service providers in the over-all educational plan for students to include lessons that address the student's behavioral needs.
8. Prepares lesson plans to correlate with student needs.
9. Maintains student records and files in a confidential manner.
10. Keeps accurate documentation regarding student progress, needs, strengths, etc. (i.e. grades, observations, anecdotal records, other related data).
11. Keeps daily student attendance.
12. Communicates with parents, teachers, administrators, and related service providers on an as needed basis.
13. Serves on various teams, committees on an as needed basis.
14. Submits all reports, forms, records and data as requested by the Principal or IEP's Senior Managers.
15. Maintains proper certification by attending college, workshop and professional development courses.
16. Demonstrates a high degree of professionalism and ethics, working cooperatively with the IEP Senior Management, Principal, Assistant Principal, certificated and non-certificated personnel, parents, and students.
17. Attends all faculty meetings, PTA meetings, and other meetings as required by the Principal.
18. Performs co-curricular and extra-curricular activities and other school related duties as assigned by the Principal.

Skills and Attributes:

1. Demonstrate Knowledge in the area of specific teacher subject and computer technology
2. Ability to maintain a positive learning environment
3. Strong interpersonal, organizational and communication skills

Education/Certification/Experience:

1. Bachelor's Degree in Education
2. Hold a Teaching Certification from Department of Education
3. 3 years of teaching experience preferred