



THE EARLY COLLEGE OF
ARVADA

An Early College school teaching grades six through twelve

4905 West 60th Avenue Arvada CO 80003 PH 720-473-4400 FAX 1-888-308-4701

9/10 Grade English Language Arts

Organization:	Early College of Arvada
Date Posted:	4.29.19
City:	Arvada
Location:	Colorado
Country:	United States
Primary Category:	Teacher (High School)
Type of Position:	Full-Time
Education Requirement:	Bachelor's Degree
Experience Requirement:	< 1 year

Description & Details

Position Summary:

9/10 English Language Arts

Job Responsibilities:

- Develops lesson plans.
- Supervises students inside and outside classroom.
- Keeps attendance and grade records and prepares reports as required by school.
- Counsels pupils when adjustment and academic problems arise.
- Assigns lessons, corrects papers, and hears oral presentations.
- Teaches subject of expertise.
- Evaluates student performance and discusses pupil academic and behavioral attitudes and achievements with parents.
- Attends staff meetings, serves on committees, and attends workshops or in-service training activities.
- Prepares, administers, and corrects tests, and records results.
- Coordinates class field trips.
- Prepares course objectives and outline for course of study, following curriculum guidelines or requirements of state and school.
- Participates in extra-curricular after school activity.
- Takes responsibility for student achievement.

Knowledge, Skills and Abilities:

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of area of teaching and ability to communicate that knowledge in.
- Knowledge of principles and processes for providing customer (students/parents) service. This includes customer needs assessment, meeting quality standards, and evaluation of customer satisfaction.
- Knowledge of different learning styles and ability to use that knowledge to better student achievement.

Education and Experience:

Bachelor's degree.

Valid Colorado teaching license issued by the Colorado Department of Education.

Student teaching at the elementary level for at least one semester.

The physical demands, work environment factors, and mental functions 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 the essential functions.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is regularly required to talk, hear and see.
- The employee is frequently required to stand, walk, reach with hand and arms, stoop, kneel, crouch or crawl.
- The employee is occasionally required to sit, climb or balance, taste or smell.
- The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Work Environment:

- While performing the duties of this job, the employee is frequently exposed to outside weather conditions.
- The employee is occasionally exposed to moving mechanical parts and toxic or caustic chemicals due to laminator, and/or copy machine. The noise level in the work environment is usually moderate.

Mental Functions:

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, instruct, evaluate, use interpersonal skills, compile, compute, synthesize and negotiate.

How to Apply / Contact

Please submit resume, cover letter, and contact information for three supervisors to TCordrey@ECArvada.org
720-473-4403