



5th and 6th Grade Teacher Job Description

Vanguard Collegiate is a college preparatory charter middle school (grades 5-8) on the Westside of Indianapolis. Opening August 2018, Vanguard Collegiate will educate 120 5th and 6th grade scholars through high quality instruction, rigorous curriculum, and character development to succeed in college and become leaders in thought, word and action. Vanguard Collegiate firmly believes that high-quality instruction is key to high levels of student academic achievement. To that end, we will recruit, hire, train, and retain top candidates who believe that all students deserve a quality education, have the capacity to learn, can achieve post-secondary attainment and academic success, and must be held to high expectations that they are supported to reach, and who believe that data drives curricular and instructional decisions.

In addition to the duties set forth below, the successful candidate will be expected to perform all the other duties that are assigned by his/her supervisors, the school's Executive Director (ED) and the ED's designees, including, but not limited to:

- Teaching classes up to 22 periods per week;
- Serving as an Advisor or Co-Advisor to students or in another meaningful, commensurate role;
- Leading one, substantive Enrichment activity for one hour four days per week;
- Being present and engaged from 7:15AM–4:45 PM (student arrival to dismissal) on Monday through Thursday and from 7:15 AM – 5:00 PM on Friday each week of the school year;
- Holding office hours to tutor struggling students and/or small groups for at least one hour of normal school hours (e.g., before 7:30AM, after 4:30PM, or in Saturday School) at least twice each week;
- Taking all steps required by the school to become highly qualified which includes holding a bachelor's degree, full state certification or licensure and otherwise authorized to teach in an Indiana public charter school;
- Providing appropriate supervision of students during class, breaks, meals, and transitions to maintain an optimal work environment and to ensure students' safety and well-being; and
- Attending and participating in events outside of normal school hours as needed (e.g., family nights, student performances, field trips, report card days/nights, Family-Teacher Conferences, June and August Family Orientations, etc.)

Specific Responsibilities

- Demonstrate a relentless drive to improve the minds, characters and lives of students both in and out of school;
- Show unwavering commitment to youth achieving greatness;
- Exhibit deep knowledge of K-8 content, standards, instructional materials, and resources;
- Create a positive, structured learning environment to ensure that students observe the school's core values, high expectations, and code of conduct;
- Implement curricula and activities to meet academic standards;
- Design and implement assessments that measure progress towards academic standards;
- Use assessment data to refine curriculum and inform instructional practices;
- Participate in the collaborative curriculum development process;
- Provide consistent rewards and/or consequences for student behavior to ensure that students observe the school's core values, high expectations, and code of conduct;



- Be accountable for students' mastery of academic standards;
- Share responsibility for grade-level and school-wide activities;
- Exhibit resilience to persevere and turn challenges into opportunities;
- Focus constantly on student learning, thinking critically and strategically to respond to student learning needs;
- Communicate effectively and work collaboratively with students, families, and colleagues;
- Engage families as partners in their children's education;
- Participate in and support school decisions regarding intervention programs and strategies for struggling students, with focus on the needs of English Language Learners and students with individualized education plans;
- Give, receive, give and implement regular feedback to/from school leadership based on observations of classroom instruction, content teams, and school-based professional development;
- Commit to continual professional growth, participating actively in department meetings, faculty meetings, regular internal professional development session, and other meetings;
- Participate in an annual three-week staff orientation and training; and
- Perform other duties as assigned

Skills and Characteristics

- Bachelor's Degree in related field of expertise plus appropriate licensure (required); Master's Degree (preferred);
- One (1) to three (3) years teaching experience with exemplary results;
- A deep passion for social justice and equity for all children; a strong belief that all students can achieve at the highest levels regardless of demography;
- Experience working with diverse student body and staff;
- Ability to exercise excellent judgment in decision-making;
- Outstanding organizational skills and high attention to detail;
- Outstanding written and oral communication skills Strategic thinker and proactive problem-solver; and
- Demonstrated ability to work well with others and build relationships across teams and schools

Physical Requirements/Demands

- Ability to stand 2/3 of the time;
- Ability to lift up to 40 pounds;
- Ability to work in an environment with average to above-average noise levels; and
- Some night and weekend activities

To Apply

Please submit a detailed cover letter and resume addressed to Robert Marshall at rmarshall@vcindy.org. www.vcindy.org/join-our-team/. Email submissions should include in the subject line: "Teacher Opening." Vanguard Collegiate is an Equal Opportunity Employer.

Salary & Benefits

We offer a competitive salary and benefits package depending on experience and qualifications.