

Rolling Hills Public Charter School

JOB DESCRIPTION

5205P4

Title: **Board Clerk**

Qualifications: As determined by the Board of Trustees

Responsible to: Board of Trustees

Performance Tasks: The Board Clerk shall:
A. Generate official Board documents, manage Board elections and serve as secretary to the Board.
B. Maintain care and custody of the records, books and documents of the Board.
C. Perform such other duties as may be assigned.

Terms of Employment: The employment period and salary shall be determined by the Board. Employment in this position shall be “at will” and may be discontinued at the discretion of the Board of Trustees at any time, with or without cause.

Evaluation: Performance of this position will be evaluated at least once a year by the Board of Trustees

By signing below, I acknowledge that I have read and understand the above job description.

Employee's Signature

Date

Our Mission: Rolling Hills Public Charter School will kindle understanding and knowledge , imbue students with wisdom, and, cultivate the ability of each student while inspiring genius where we find it.

Procedure History:
Adopted on: 8/30/2012
Revised and Adopted on:

Office

**ROLLING HILLS PUBLIC CHARTER SCHOOL
8900 HORSESHOE BEND ROAD
BOISE, ID 83714**

JOB DESCRIPTION

Title: **Certified Teacher**

Qualifications: As established by state certification requirements; such other qualifications of academic, professional, and personal excellence as the Board may specify.

Responsible to: Administrator/Principal

Performance Tasks: The Certified Teacher shall:

- A. Have the ability to establish and maintain an effective working relationship with the Administrator, Staff, Students, Parents and the Community.
- B. Be knowledgeable of, and uphold, all policies pertaining to teachers and students as specified in the Charter School handbook and policies.
- C. Develop and maintain a classroom environment conducive to the effective learning within the limits of the resources provided by the Charter School.
- D. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of students.
- E. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- F. Assess the accomplishments of students on a regular basis and maintain such records as required by law and the Charter School policy.
- G. Take all reasonable precautions to provide for health and safety of the students and protect equipment and facilities.
- H. Work to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of the student.
- I. Assist in determining and evaluating educational goals consistent with the Charter School's mission and philosophy, and strive to implement those goals by instruction and action.
- J. Study and revise, together with the Administrator, all curriculum guides and courses of study, on a continuing basis and cooperate with other members of the staff in planning instructional goals, objectives, methods, and the Charter School curriculum.

- K. Assist in the selection of books, equipment, and other instructional materials.
- L. Plan, supervise and evaluate purposeful assignments for Educational Assistant(s), and volunteers, when they are available.
- M. Assist the administration in implementing policies and ruled governing student life and conduct.
- N. Attend and participate in faculty meetings and faculty trainings.
- O. Strive to achieve professional growth through an ongoing program designed to supplement and enhance teacher ability.
- P. Follow the Idaho State Code of Ethics.
- Q Perform such other duties as may be assigned.

Terms of
Employment:

The employment period and salary shall be determined by the Board of Directors and the Principal/Administrator, and shall be based on the Board's approved salary schedule.

Evaluation:

The Principal or assigned Supervisor will evaluate the Certified Teacher at least once annually, using standards and objectives as set forth by the Charlotte Danielson's Framework for Teaching, which are also consistent with the Charter School's mission and goal statements. A specific time shall be designated for a formal evaluation session.
The evaluation shall include input from the parent/guardian survey.

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Employee's Signature

Date

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