

# Park Place School Staff Roles - 2010-2011

## Full-time Classroom Teacher

Hours 7:30-3:30 M-F

1. Implement curriculum utilizing direct instruction, reciprocal teaching, Socratic questioning and mediated learning during classroom teaching time where appropriate while clearly linking instruction to VA SOLS
2. Participate in summer trainings sessions to prepare for the school year
3. Evidence willingness to work with the Lead Teacher and PPS staff in order to maintain the mission of the school
4. Submit lesson plans to the Lead Teacher bi-weekly on Friday afternoons by 4pm
5. Evidence student learning on bulletin boards as well as posted within the classroom with a clear connection to our Park Place Mission/Vision as well as VA SOLS
6. Participate in on-going student assessment, offer feedback regarding student RTI placements and collaborate with NILD educational therapists to address student needs
7. Maintain "Student Portfolios" as a means of guiding instruction to meet student needs and as a way of communicating student needs/progress to parents
8. Regularly analyze student assessment data maintain student assessment folders (found in students' permanent files)
9. Use student assessment results to guide intervention and meet with teachers and educational therapists to discuss student progress twice a month
10. Participate in morning breakfast & afternoon dismissal procedures
11. Collaborate with the Dean of Students and the Vice Principal to discuss student behavior needs when necessary and be able to communicate those needs/decisions to parents
12. Attend DPI staff meetings and staff development training as schedule permits
13. Plan at least one special Park Place School event (Science Fair, Christmas Performance, Oration Contest, etc...)
14. Communicate with PPS parents/guardians:  
(keeping record of all communication using the "Parent Communication Log", a double copy of "Notes Home" or a photocopy of the parent/teacher note )
  - Weekly - communicate student behavior as well as evidence of student academic progress to parents using student work and notes from a student mini-conference (if applicable)
  - Bi-Monthly - Attend/serve at Monthly Parent Seminar nights (serving food, working with children, presenting to parents)
  - Monthly - Positive phone call monthly (phone log will be turned in each month)
  - Yearly - conduct at least three in-person parent/guardian conferences each year

Signed:

Date:

