

Universal School

Job Description

TEACHER	
Reports to: Principal	Dates Revised:02/13/2026
Supervises: N/A	FLSA Status: Exempt

Summary: Responsible for providing classroom experiences that seeks to foster all of the dimensions of a whole child, spiritually, intellectually, socially/emotionally, and physically through delivery of a high standard academic program and an environment conducive of the school's mission statement.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Planning and Preparation:

- Development of measurable, aligned to state standards, objectives for lessons
- Reflecting standards in each objective
- Developing unit/lessons through the "Backwards Design" template
- Providing administration unit plans 1 week or earlier prior to lessons
- Connecting subject matter across curriculum
- Demonstrates command of the subject matter
- Pursuant of knowledge to master content teaching
- Selecting goals according to the characteristics of the age group, learning abilities, interests, cultural heritage and knowledge/skill levels
- Creating varied (formative and summative) assessments that are congruent to instructional goals and aligned to what has been taught in the class
- Utilizing classroom and standardized assessments and data to tailor future instruction

Classroom Environment

- Creating and maintaining a positive, supportive climate where individual contributions are valued through positive teacher-student interactions, student-student interactions and an instructional environment that promotes positive expectations and high academic achievement
- Organizing and managing classroom procedures effectively, including transitions, structural grouping, use of materials and supplies, and receiving students from other classes.
- Managing student behavior effectively in a positive, constructive manner through establishing clear expectations, monitoring and responding in a manner that is effective and sensitive to the students' needs.
- Arranging the physical environment to complement the learning experience, providing a safe, clean and organized classroom environment.
- Providing a classroom that is inviting, and displays various student work throughout the year.

Instruction

- Ensuring students are on task by engaging them with meaningful activities and assignments.
- Providing coherent lessons and pacing appropriate to the students.
- Communicating the objective, purpose, directions and procedures of the lessons accurately, clearly and with appropriate amount of detail.
- Using effective questioning techniques and asking high quality questions to engage all students in discussion
- Monitoring student progress and through guided practices of materials presented and adjusting teaching when necessary
- Seeking out instructional strategies and resources for students with difficulty learning
- Communicating assessment criteria to students, consistently, timely and in high quality
- Using multiple resources for teaching, such as media, community resources, and technology
- Summarizing key points of the lessons
- Creating Learning Centers that are well-defined, purposeful, neat, and organized.
- Ensuring lessons include multiple strategies for delivery: independent activity, differentiated instruction, cooperative and group learning.

Professional Responsibilities

- Reflecting an accurate assessment of a lesson's effectiveness in achieving its goals and making specific suggestions of what may one would try another time.
- Maintaining a system for accurate student records that are legible, and timely for grading and assessments, attendance, communication logs, student work and all other records related to students.
- Demonstrating a willingness to keep curriculum and instructional practices current by seeking opportunities for professional development and improvement.
- Communicates professionally with families, including initiating communication with parents, responding in a timely manner and informing them of the instructional program
- Contributing to the school and community through developing cooperative relationships with colleagues through planning, collaborating, participating in the mentoring or peer program and other school programs.
- Displaying leadership by making a substantial contribution for school events and projects, chairing a committee, working in teams and being involved in school-wide shared decision making
- Advocating for students to ensure all students receive a fair opportunity to succeed

Other Duties

- Complying with all Employee Handbook policies, including:
 - Utilizing school computer systems for grading and attendance
 - Upholding dress policy
 - Maintaining a completed, updated substitute folder
 - Following all fire drill and safety plan procedures
- Fulfilling non-instructional support for the school as needed, such as:
 - Student recess for physical activities daily
 - Student monitoring of classes during lunch periods
 - Maintaining an organized homeroom, with routines
 - Greeting students before arrival and maintaining orderliness during dismissal
 - Completing a daily uniform check
 - Student signing up daily for lunches
 - Attending staff meetings and in-services consistently and on time
- Regular attendance is an essential function of this job.
- Other duties as assigned from Principal.(Covering Classes, Projects for curriculum).

Education/Experience

- Minimum of Bachelors' Degree or equivalent in Education, subject area, or related.
- Prior classroom teaching experience and certification is preferred.

Skills/Abilities

- Highly developed oral and written communication skills
- Ability to build relationships effectively and professionally with families and students
- Experience developing and implementing curriculum
- Proven ability to maintain a safe and studious classroom environment
- Demonstrated ability to develop and implement age-appropriate curriculum

License/Certification

- NYS Teaching Certification in applicable subject area(s) preferred.
- NYSED Fingerprint Background Clearance.

Work Environment

This job operates in a school environment. This role routinely uses standard equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, move about the room, use hands, reach with hands and arms, stoop, crouch, push, pull, talk and hear. The employee must lift up to 20 lbs. occasionally. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Signature

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____

Date_____