



Western School of Science and Technology exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

**Job Title:** Middle School Reading & Writing Teacher

**Job Type:** Full-time, 11-month contract

**Reports to:** Principal

**Staff to manage:** None

**Department:** Instructional

**Number of Prep Periods:** 2

**Location:** On campus (Not eligible for remote work)

**Starting Salary:** \$52,000-\$67,000

**Start Date:** Immediately

**Here's what we're primarily looking for in a team member:**

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

**Benefits of working at Western:**

- 100% of employee medical, dental, and vision monthly premiums covered; 50% of dependent medical, dental, and vision monthly premiums covered.
- Qualification for 3% employer-match safe harbor 401(k) (Eligible 90 days after employment)
- Monthly allowance for supplemental insurance
- Monthly allowance for Health Savings Account
- Paid Parental Leave (Eligible after 12 months of employment)
- Employee Assistance Program
- \$500 toward personalized professional development.
- School Laptop
- 4 days of paid time off, 5 days of sick leave per year (PTO accrued over time)
- All supplies and materials for your classroom will be provided by Western. Staff are not expected to pay out of pocket for any needed items.

**The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:**

- Former experience in this field (Bachelor's Degree preferred)
- Valid State of Arizona "IVP" Fingerprint Clearance Card (or acquired prior to employment)
- Experience working with emotionally/behaviorally disabled/disordered students in a school
- Knowledge of child development concepts and practices
- Excellent communication skills

- Superior knowledge of education laws and regulations
- Demonstrates taking personal ownership for his or her own development; growth mindset
- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role
- Bilingual- Spanish (Preferred)

**General Description:**

The Middle School Reading & Writing Teacher actively instructs students, creates lesson plans, assigns and grades homework, manages students in the classroom, communicates with families and helps prepare students for standardized tests.

**Duties and Responsibilities:**

- Plan, develop and execute lesson plans
- Adapt teaching for individual students, small groups, and remedial instruction to meet the needs of identified students or subgroups of students
- Evaluate the academic and social growth of students
- Evaluate student progress and the ability to meet courses standards in MS Reading & Writing
- Establish and maintain standards of student behavior
- Supervise students in out-of-classroom activities during the assigned working day
- Maintain professional competence through in -service training and education activities provided by WSST and/or in self-selected professional development opportunities.
- Facilitate an Advisory class that provides student support, mentorship, communication with parents and advocacy for students.
- Fulfill a student supervision duty during the day to maintain overall safety

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**KNOWLEDGE AND ABILITIES:**

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software related to

- job requirements.
- Applies knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning.
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Prepares and delivers oral presentations to groups.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly learning/working environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

**Physical Demands:**

- Hear and speak to make presentations and exchange information in person and on the telephone.
- Communicate so others will be able to understand conversation.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to observe students.
- Able to return to a task after interruption
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Move throughout campus including climbing, stairs or use elevator and hallways, indoors and outdoors

**With Reasonable Accommodations:**

The Middle School Reading & Writing Teacher is expected to perform these duties with or without reasonable accommodations, as required by applicable law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We believe in fostering a diverse and inclusive environment, and we welcome applications from candidates who may not meet all qualifications but bring unique perspectives and experiences. Your unique qualities and perspectives are valuable assets that contribute to the richness of our school community. We encourage all interested individuals to apply and be part of our commitment to diversity, equity, and inclusion.

Veterans and Teach for America alum are encouraged to apply.

Western: CFA is an equal opportunity employer.