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# Job Description

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**POSITION TITLE:** Teacher #1081  
Venture Academy (A K-12 Charter School authorized by SJCOE)

**SALARY PLACEMENT:** Teacher Salary Schedule

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**MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:**

Possess a valid California Teaching Credential.

**SUMMARY OF POSITION:**

Under the direct supervision of Director of Charter School Education. Venture Academy teachers provide instruction in small group, one-on-one and classroom settings. They work closely with parents and students to develop individualized learning plans based on students' present skill levels and academic goals. Communicating and documenting student progress is required. Teachers are encouraged to identify their own professional strengths, interests and passions to create educational experiences that meet the needs of students who are seeking innovative, non-traditional approaches to learning.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Know and be able to demonstrate areas of interest and strength in teaching.
2. Maintain flexibility, creativity and energy while teaching in a dynamic non-traditional school environment.
3. Assess individual student's level of functioning to determine needs.
4. Design and implement instructional programs to meet each student's unique needs.
5. Demonstrate knowledge of a variety of curricula.
6. Participate in activities designed to promote teamwork and to establish a fun learning environment for parents, students and staff.
7. Establish and maintain channels of communication with home, school and related agencies as necessary to the needs of individual students.
8. Be willing to learn independent study attendance documentation.
9. Meet deadlines set for completing required paperwork.
10. Maintain acceptable health and safety standards.
11. Participate in activities designated to promote professional growth.
12. Observe legal mandates.
13. Other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels and outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.

6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard classroom environment and outdoors as instruction requires. In addition, employees in this position will be required to facilitate independent study for students enrolled. Employees are required to come in direct contact with students, SJCOE and district office staff, and the public.