



# Role of the BCS Educator

## Professional Responsibilities

### Classroom

#### *Creating and Maintaining Effective Environments for Student Learning*

- Maintains meaningful positive rapport with students and parents
- Manages a physical space that includes effective classroom management
- Encourages student behavior that promotes character development

#### *Planning Instruction and Designing Learning Experiences for All Students*

- Develops rigorous lesson plans that are driven by student assessment
- Designs assessments that allow students to respond in a variety of ways to curriculum that's taught
- Implements PBL/interdisciplinary units
- Ensures that students display knowledge of grade-level content standards
- Uses technology to promote learning, creativity, and collaboration

#### *Engaging and Supporting All Students in Learning*

- Consistently implements agreed-upon programs
- Implements IEPs and 504 plans
- Develops, implements, and assesses student learning with regards to their Focused Learning Goals
- Designs and implements activities that encourage higher-level thinking
- Differentiates lessons to meet students' needs

### Logistics and Facilities Management

- Communicates supply needs EARLY
- Articulates maintenance/facility needs

- Takes care of all areas and shared resources/materials (close classrooms appropriately: put chairs up, turn lights off, etc.)
- Follows school procedures for attendance, field trips, employee absences, etc.
- Keeps everyone in the loop (parents, office, staff, etc.) for big events
- Adheres to emergency action plans
- Manages inventory of equipment and supplies (upkeep)
- Maintains safety on campus: keep students safe (yard duty, traffic monitor, clear pathways & ramps, etc.)

### Communication

- Adheres to all BCS Ground Rules in regards to communication
- Maintains regular communication with staff members & students' parents
- Responds to communication within one work day
- Collaborates with faculty on lesson plans and objectives
- Keeps individual contact with parents
- Generates newsletters and updates website/on-line communication regularly
- Communicates with students in an effective and appropriate manner
- Builds positive relationships with parents
- Handles confidential information in a responsible and professional manner

### Mentoring

#### *Staff*

- Supports and advises new BCS staff members
- Collaborates at grade level, with team, and school-wide
- Participates in peer observations with colleagues.

#### *Students*

Mentors middle school students (to be determined by schedule)

### Co-Curriculars/Intersessions/Extended Day Activities

*Offers programs that extend beyond the general curriculum*

- Develops courses which align with standards in the area of focus
- Collaborates as a staff to offer a balanced variety of courses across subject courses and grade levels
- Provides meaningful learning
- Shares an area of teacher passion and/or supports others who do so (intersession: supports teacher who has passion)
- Exposes students to a wide variety of skills and knowledge in topics ranging from initial exposure to a deeper understanding.

*Designs elective instruction to include important aspects of professional practice*

- Communicates initially and as needed with parents and homeroom teachers

- Plans long term and daily
- Integrates content across two or more subjects whenever possible
- Manages classroom
- Understands multi-age group and adapts approach
- Shares learning in a variety of ways (as an option at culminating assembly, recess, concerts)

### Extended Day Activities

- Offers weekly after school activity (eg. extra-curricular, office hours)
- Dependent on assignment, you may offer more than one a week (choir, plays etc.)

### Continuous Inquiry and Improvement

- Uses formative assessment to analyze progress toward student goals
- Seeks feedback about one's teaching practice and use as formative assessment when designing instruction
- Takes risks and seizes leadership opportunities
- Seeks information about recent research and current best practices
- Collects and analyzes data to evaluate and improve teaching practice
- Pursues professional development that supports improved classroom practice and/or contributions to the field
- Incorporates newly acquired knowledge and skills into work
- Collaborates with colleagues to increase student learning
- Sets challenging goals that support improved student learning and reflect on progress towards your goals
- Strives to improve the school as a whole
- Uses pre-assessments to plan differentiated instruction
- Self-assesses one's teaching practice

### School Leadership

- Researches and attends trainings that further one's professional career and student success
- Shares professional expertise and passions with the staff
- Collaborates with and serves as an open resource for others
- Participates in and supports efforts school communities and other collaborative initiatives
- Seeks out leadership opportunities and ways to get involved
- Initiates new programs that support the vision

### **Professional Participation**

#### *Required Attendance:*

- Back to School Night (Sept) (Recommended for AT)

- Open House (Varies whether you are a homeroom teacher or specialist; recommended for AT)
- Winter and Spring Music Concerts (according to assigned job)
- Grade Level Picnic (August)
- First Board Meeting of the school year (August)
- Grade Level Parent Meeting

*Recommended Attendance:*

- Bullis Foundation Benefit and the donation of one item to the auction
- School performances that include your students
- Walk-a-Thon
- Junior Olympics

*Recommended Attendance for Grades 4-5 Homeroom Teachers:*

- Overnight class trips and information nights about these trips (Gold Country, Walker Creek)