

Partnerships to Uplift Communities



# PUC Alumni Teacher Resident Job Description



## Alumni Teacher Resident

**Description:** The PUC Alumni Teacher Resident is a “teacher in training” who is admitted to the Alumni Teach Project teacher residency for one year. He/she must also apply and be admitted to the Loyola Marymount credential program which will run simultaneously with the teacher residency. The Alumni Teacher resident will be placed at a PUC school and paired with a mentor teacher for the residency year as a co-teacher. Upon successful completion of the residency and LMU credential requirements, the Alumni Teacher Resident will be eligible to be hired as a Teacher of Record after one year.

The Alumni Teacher Resident commits to uplift our community, now and forever, by providing a high quality, personalized education program for all students. He/she upholds the mission and values established by PUC Schools and takes initiative for personal reflection and growth. The Alumni Teacher Resident is also an ambassador to the community and a role model for potential alumni residents to follow.

### **Essential Duties and Responsibilities:**

In collaboration with mentor teacher:

1. Organizes classroom systems/procedures and manages student behavior to ensure all students are fully engaged in learning
2. Establishes a culture of high expectations that includes college preparation for all students
3. Develops and implements lesson plans and classroom activities consistent with Common Core standards and PUC instructional guidelines
4. Assesses students regularly in accordance with PUC guidelines, examines student assessment data, and refines classroom activities to differentiate instruction for each student
5. Collaborates closely with PUC team members (grade-level, school-wide, and across sites) to align curriculum across subjects, improve own and others’ instructional practices and share best practices
6. Actively participates in professional development activities, including: training sessions and working with lead teacher, principal, instructional coaches
7. Provides students and their families with regular and timely information on classroom activities and student progress; finds ways to involve parents/guardians in their students’ education
8. Tracks critical student information and maintains accurate student records, including attendance, in accordance with PUC procedures
9. Identifies unique student needs and collaborates with other team members and outside service providers, diagnoses and address learning challenges
10. Demonstrates knowledge of, and supports, PUC Schools mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior



11. Performs other related duties as required and assigned such as after-school intervention, inclusion minutes, or Saturday School.

**Desired Qualifications:**

- Strong planning skills
- Ability to relate to students and build relationships
- Willingness to learn and try new strategies
- Proven track record of collaboration, teamwork and achievement results
- Passion for improving education to help all students prepare for college and beyond
- Ability to attend professional development trainings or meetings outside the regular school day

**Skills:**

- Time-management: balancing work, school, and personal life
- Interpersonal skills using tact, patience, and courtesy
- Excellent verbal and written communications skills
- Problem solving skills and solutions orientation
- Ability to work collaboratively
- Ability to reflect critically on practice and “think aloud” reflection process
- Ability to multi-task and follow through on projects from start to finish
- Attention to detail
- Adept with technology (or willing to learn)