



<b>Job Title:</b> Founding Enrichment Teacher	<b>Reports To:</b> Executive Director	
<b>Start Date:</b> July 2022	<b>Duration:</b> 11 months	<b>FLSA:</b> Exempt
<b>NOTE:</b> This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.		

### Our Mission

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

### About Us

Sage Collegiate Public Charter School is a new K-8 charter school in Las Vegas. We will open in August 2022 with 224 students in K-5, following a slow growth model until we are at capacity with three classes in each grade level.

We hold high expectations for ourselves as a staff team, as well as for our scholars. We balance structure and zest in an intentional culture designed to ensure all children are on a path to get to and through college and be able to have a life of opportunity. One of our core tenets is 'College starts in Kindergarten,' and we have an unequivocal belief that all students regardless of race, ethnicity, zip code, or socioeconomic status deserve an excellent education. We seek instructional leaders and staff that believe the same, and we encourage all applicants to familiarize themselves with our core tenets and school vision: [www.sagecollegiate.org](http://www.sagecollegiate.org).

### About the Role

Our **Founding Enrichment Teacher** is a full-time teaching position that co-leads and supports our Enrichment program. The Enrichment Teacher is responsible for lead teaching and collaborating with other teachers and the Director of Curriculum and Development on instruction, small-group support, alignment of lesson planning, instructional planning, and classroom management. The Founding Enrichment Teacher will work collaboratively across all grade levels and work closely with the Executive Director and the Director of Curriculum and Instruction to design, implement, and execute a schedule that ensures solid, standards-based instruction in PE, as well as our K-2 and 3-5 Enrichment programs.

The Founding Enrichment Teacher is accountable for the creation of strong, intentional instructional plans, embodying our core tenant 'It Takes a Village' by building strong, positive relationships with scholars and families, using data to drive instruction and individualized support, and actively engage in collaboration with colleagues and professional development to improve their practices and skills.

All Founding Staff participate in a three-week Summer Staff Development, weekly Professional Development sessions, and Professional Development and Data Days throughout the year. Founding Teachers work closely with the Executive Director and will be a part of a hard-working, mission-driven team of educators.

### Professional Responsibilities

- Establish and maintain a culture of achievement in their classroom; always uphold school-wide and class systems, rules and consequences, disciplinary codes, and incentives
- Analyze student achievement data collaboratively with colleagues and Executive Director to respond to the learning needs of students critically and strategically
- Implement school's data tracking system and use data to inform instructional development and delivery
- Cultivate positive, collaborative relationships with families and communicate habitually with families/parents through scheduled (i.e., weekly newsletters, Sunshine calls) and unscheduled strategies



- Communicate effectively with students, families, and colleagues.
- Work to continuously improve effectiveness in all instructional practices.
- Use feedback to make productive changes in performance
- Be accountable for students' mastery of academic standards
- Actively participate in regular Professional Development, including Summer Staff Development, weekly Grade Level Team Meetings, and ongoing Whole Team Professional Development.
- Participate in additional school activities including field trips, intensive academic support sessions, and other required programs as needed throughout year
- Participate in school-related community events, such as recruitment fairs, canvassing events, and fundraiser events as needed throughout the year
- Willingness to work hard and the flexibility to work through start-up challenges
- Complete all administrative requirements by given deadlines
- Work collaboratively with Executive Director, school leadership team, and entire school staff toward mission.
- Consistently model Sage Collegiate's core values (We are Audacious, Brilliant, Curious, Determined. We have Zest, Integrity, Purpose.)

### **Professional Requirements**

- Bachelor's degree is required; Master's degree is preferred.
- Minimum of two years teaching experience in an urban public school setting preferred.
- Valid Nevada Teaching Certification or acceptance into an ARL provider is required.
- Experience teaching Enrichment/Specials programs is preferred.
- TESL Certification is preferred.
- Bilingual (English and Spanish) is preferred.
- Belief in and alignment with Sage Collegiate's core beliefs and educational philosophy is non-negotiable.

### **Physical Requirements**

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.

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds.
- Ability to Comply with the Drug and Alcohol Policy as a requirement of a position that could adversely affect the safety of others.

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Commitment to Diversity**

Sage Collegiate actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Sage Collegiate shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by Nevada or federal law.



## Hiring Process

Sage Collegiate seeks dedicated, focused applicants who are ready to take on the challenge of founding a new public charter school. We seek individuals who are ready to make a difference for children in a high-needs community and who are committed to developing their own learning and who are receptive to coaching and feedback to best support our students. All offers of employment are contingent on successful passing of a background check. The hiring process at Sage Collegiate includes:

1. Resume screen and short-answer questions
2. Phone Interview
3. For Instructional Roles: Project Task and Sample Lesson/Observation with reflection and feedback session  
For non-Instructional Roles: Performance Tasks with reflection and feedback session
4. Reference Check
5. Final Interview

In alignment with our core tenet, Lead with Urgency, we aim to complete the application process for candidates within a three-week timeline.

## Salary & Benefits

Sage Collegiate Public Charter School offers a competitive salary, comprehensive health benefits, and retirement benefits. The starting salary for first-year, Nevada certified teachers is \$50,500. Compensation will vary based upon a range of experience and/or certifications and endorsements, allowing for a greater range of duties and responsibilities.

## Application

To apply, please send your resume to Sandra Kinne, Founder and Executive Director at [skinne@sagecollegiate.org](mailto:skinne@sagecollegiate.org) with the subject line of the position for which you are applying.