 **TEACHINGAPPLICATION**

**Title:** Teacher

**Reports to:** Principal

**Receives Direction From:** Principal

# Instructions for Applying:

Submit the following materials to [josh@tcasarasota.com :](mailto:josh@tcasarasota.com%20:)

* Completed application (at the end of this document)
* Resume
* All college transcripts
* Three letters of reference – including contact information
* Letter of interest explaining why you want to teach at TCA and what position(s) interests you most

(1 page)

* Philosophy of education (1 page)

Applications without accompanying transcripts and all other required documents will not be considered. Candidates must thoroughly understand and support the mission and philosophy of classical education and The Classical Academy of Sarasota.

# Candidacy Process

Candidates being seriously considered for a position will be invited for an extensive interview process. Final out of state candidates will continue the interviews in Florida at their own expense. Candidates will be interviewed by TCA School administration. The candidate may also be required to perform or provide a model lesson.

# Contact information:

Please submit your complete packet to: [josh@tcasarasota.com](mailto:josh@tcasarasota.com) or mail to: 8751 Fruitville Road, Sarasota, FL, 34240

# General Information:

Teachers are responsible for the education of their students. As examples to their students, teachers are expected to demonstrate high moral character and embrace the virtues of a democratic society. Teachers are accountable to the school administration. They are employed at-will and operate as professionals within the guidelines established by TCA and its Board of Directors. These guidelines provide that instruction be consistent with the classical trivium curriculum and sequence. Teachers are accountable in the following areas of responsibility:

# Adherence to TCA’s classical mission and philosophy

The teacher is expected to:

* Understand and adhere to the principals of classical education
* Apply the principles of the trivium to his/her level of teaching
* Cover the prescribed classical curriculum and sequence
* Loyalty to the school and its mission
* Develop the intellect of each student to the utmost of his/her ability
* Develop the personal character of every student

# Knowledge of Academic Discipline(s)

* Middle School/Upper School: depth of understanding in one or more academic disciplines
* Lower School: breadth of understanding across the curriculum

# Command of the English Language

* The ability to speak lucidly and grammatically
* The ability to write lucidly and grammatically
* The ability to correct students in writing and in speaking

# Teaching Abilities

* The ability to convey knowledge to young people
* A willingness to meet each child’s academic needs
* Promotion of high academic standards
* An unrelenting desire to improve students’ work and performance
* The ability to engage all students in the discussion

# Maintenance of Classroom Decorum

In order to maintain a classroom conducive to learning teachers must:

* Instruct students in the four classical virtues and ensure that they follow them
* Maintain discipline in accordance with the rules and disciplinary systems of the school
* Manage student behavior in the classroom by establishing and enforcing rules and procedures
* Require students to be respectful to their teachers and each other
* Require students speak in turn
* Use techniques prescribed by the school to ensure students attentiveness and participation
* Provide a positive environment in which students are encouraged to be actively engaged in the learning process
* Tolerate no cruelty among students
* Be sensitive to problems as they are developing and intervene immediately
* Enforce the dress code

# Specifics of the position:

Teachers are responsible for the direct instruction of students (their primary duty), as well as planning instruction and setting goals; implementing school approved curriculum; clearly and timely communicating standards, achievements and deficiencies to students and parents; teaching good study habits; monitoring and assessing academic progress; working with students, specialists, parents and administrators; maintaining complete and accurate student academic and disciplinary records; maintaining textbooks, instructional materials and equipment; maintaining safe and orderly classrooms; maintaining and improving their own professional knowledge and skills; following Board policies and directives from the school’s administration; cooperating with the administration, all other employees, classroom assistants, parents and community members in their common endeavor to educate students; setting an example of intellectual curiosity, logical thinking, self-motivation and self-government for students; and modeling competence, honesty, integrity, personal responsibility and respect for others in every aspect of the job.

# Instruction & Record Keeping:

* Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
* Identifies, selects, and modifies instructional resources, approved by the Principal, to meet the needs of the students with varying backgrounds, learning styles, and special needs
* Maintains effective and efficient record keeping procedures
* Assigns and grades class work, homework, tests and assignments
* Provides appropriate feedback on work
* Maintains accurate and complete records of students' progress and development
* Updates all necessary records accurately and completely as required by laws, FL Department of Education, and school regulations
* Prepares required reports on students and activities

# Student Growth & Achievement:

* Assumes responsibility for meeting his/her course and school-wide student performance goals
* Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
* Observes and evaluates students’ performance and development
* Collaborates with peers to enhance the instructional environment
* Encourages and monitors the progress of individual students

# Overall attitude:

* Willingness to take direction from the school administration
* Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis
* Establishes and maintains cooperative working relationships with students, parents, and school staff
* Models professional and ethical standards when dealing with students, parents, peers, and community
* Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
* Adheres to all policies and procedures in accordance to the Personnel Handbook (i.e. dress code, hours of reporting, etc.)
* Performs other duties and responsibilities as assigned by the school’s administration
* All work responsibilities are subject to having performance goals and/or targets established or as the result of organizational planning
* Attends meetings, serves on committees as appropriate, and is present at conferences, open houses, concerts, etc.
* Maintains professional dress code

# Maintenance of Good Parental Relations

# Communicate regularly with parents regarding the standards, achievements and deficiencies of students

# Willingness to listen to the concerns communicated by parents

**Minimum Job Requirements:**

* Bachelor’s degree in a relevant field, master’s preferred
* The ability and willingness to teach a range of subjects (Lower School)
* Demonstrated mastery of one or more academic disciplines (Middle/Upper School)
* Ability and willingness to teach the classical philosophy and sequence model as defined by the school
* Willingness to teach moral character and adherence to virtue as defined by the school
* The ability to speak and write clearly and effectively
* Conviction in the values of a rigorous liberal-arts education
* Ability to maintain an orderly classroom

# Other Desired Characteristics:

* Previous teaching experience
* A liberal-arts education
* Experience with classical education or higher liberal-arts teaching

# TCA offers the following Benefits:

* Retirement after the first year
* Medical Care Coverage
* Dental Care Coverage

**APPLICATION FOR EMPLOYMENT**

The Classical Academy of Sarasota is an Equal Opportunity Employer.

*Prospective employees will receive consideration without discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, genetic testing information, age or any other characteristic protected by state or federal law.*

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| --- | --- | --- | --- | --- | --- |
| Date of Application: | | Have you ever previously applied for employment with TCA? Yes No | | | |
| Name (Last, First, MI): | | | |  | |
| Street Address: | | | City: | State: | Zip Code: |
| Home Telephone: ( ) - | Business Telephone: ( ) - May we contact you at work? Yes No | | | | |
| Cell Phone/Pager: ( ) - | Email Address: @ | | | | |

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| --- | --- | --- | --- |
| Position Desired: | | | |
| Are you applying for: Full-time Part-time Temporary Seasonal | | Salary Desired: $ per | |
| Can you perform the essential functions of the position you are applying for? Yes No | | | |
| Under federal law, we may hire only persons authorized to work in the U.S. As a condition of employment, I understand that I will be required to furnish proof of my identity and authorization to work in the U.S. as required by law. Are you legally authorized to work in the U.S.? Yes No Will you now or in the future require sponsorship for employment visa status? (e.g., H-1B visa status) Yes No | | | |
| Have you ever been convicted of a crime other than a minor traffic violation?  Yes No Are there any charges or proceedings pending against you? Yes No  Have you ever been discharged or requested to resign from a position? Yes No Have you ever been refused renewal of an agreement or contract? Yes No | | | If you answer yes to any of the question including conviction, attach explanation of the incident including date, incident, city, county and state:  A conviction will not necessarily disqualify an applicant from employment. |
| Are you employed now? Yes No | If hired, when can you begin work? | | |
| **License, Certificates and Endorsements held:**  What skills and abilities, in regards to extra or curricular activities can you offer? | | | |

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| --- | --- | --- | --- | --- |
| **Name & Location of School**  **Include college and graduate work** | **Date From:** | **Attendance To:** | **Degree** | **Specialty** |
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| **Student Teaching**  Name, Address, Phone |  |  | **Grade/Subject** | **Supervisor** |
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| **Employment** | **Please give accurate, complete full-time and part-time employment history starting with your present or most recent** | | |
| **Record** | **employer. If attaching resume, you must still complete all sections. Do NOT include student teaching.** | | |
| School/Company Name: | | | Telephone: ( ) - |
| Address: | | | Dates of Service (month and year): From:  / To: / |
| Reason for Leaving: | | Manager: | |
| What was your job title? | | Starting Pay: $ Ending Pay: $ | |
| School/Company Name: | | | Telephone: ( ) - |
| Address: | | | Dates of Service (month and year): From:  / To: / |
| Reason for Leaving: | | Manager: | |
| What was your job title? | | Starting Pay: $ Ending Pay: $ | |
| School/Company Name: | | | Telephone: ( ) - |
| Address: | | | Dates of Service (month and year): From:  / To: / |
| Reason for Leaving: | | Manager: | |
| What was your job title? | | Starting Pay: $ Ending Pay: $ | |

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| --- | --- | --- | --- | --- |
| **References** | **List three professional references we may contact (e.g., current or former managers, peers, customers, etc.).** | | | |
| **Name** | **Address or Email** | **Phone #** | **Occupation** | **Relationship** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |

**Please Read the Following Carefully**

* I certify that the statements that I have made in this application are true and complete and that I have read, understand and agree to all the provisions contained in this application. I understand that falsification or omission of information from this application or violation of any of the provisions contained herein may be cause for disqualification or immediate dismissal.
* In consideration of my employment, I agree to conform to the policies and procedures of The Classical Academy. I understand that in accepting this application, the School is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed with the School, I understand that I am employed “at-will” and that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at either the option of the school or myself. I further understand that no supervisor, manager, or representative of the School has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except in writing when authorized by the Principal of The Classical Academy.
* I authorize TCA to investigate all statements contained herein and to use the information contained in this application form or in my personnel file;
  1. to contact my previous employers about my qualifications for the job applied for (2) to answer job related inquiries from possible future employers, (3) to contact schools for pertinent information, and (4) to contact the references listed above. I understand that this application form will be considered active for six (6) months from the date it is signed and dated by me.
* I understand that if I am offered employment it will be contingent on the successful outcome of a criminal background check and a child abuse registry search.

Applicant Signature Date

School Representative Date

Please note that we cannot accept electronic signatures.