

***Highland Community School  
Job Description***

**Position: Comprehensive Academic Teacher (CAT)**

**Reports to: Executive Director**

**General Description:**

The primary responsibility of the CAT is to support student acquisition of academic skills, including math, reading, writing, and content-area skills. The CAT's role is to use assessment data to create academic support plans for individual students, then work with students within the classroom to introduce, refine, or work toward mastery of identified academic skills or content. The CAT works collaboratively with lead teachers as part of a classroom "team." The CAT should follow the schedule established in their school family and should communicate with lead teachers and assistants, responding flexibly to meet the needs of different classrooms within the family. The CAT understands and promotes the school's mission, vision, values, and key goals both within and outside of the immediate school community.

**Essential Duties and Responsibilities:**

- Engage with students during follow-up work to facilitate development of concept mastery.
- Coach student development in areas of independence, work choice, self-direction, and time on task.
- Collaborate with teacher, Educational Leader, and Response to Intervention (RtI) team to administer classroom-based assessments.
- Use data and teacher observations to engage in regular analysis of student growth.
- Collaborate with RtI team and teachers to design targeted academic SRBI interventions that can be naturally integrated into the Montessori three-hour work period.
- Respond flexibly to opportunities to incorporate academic intervention instruction into student-directed work choices.
- Implement and track Tier 3 academic interventions.
- Use data to monitor student progress and determine success of intervention.
- Attend all regular staff meetings, professional development, and parent meetings as required.
- Support breakfast club and or recess, or other student support duties that may arise.
- Complete all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland

Community School and Milwaukee Public Schools. He or she will perform related work as required.

- Unforeseen circumstances may arise (such as damage or destruction of school property, or a closure of part or all of the School campus, among other things). This may require the School to modify the location, time, and/or means of its operations and/or the nature of staff assignments and may include teleworking. Should such a circumstance arise, you may be asked to perform your duties at a different location, during nontraditional school hours, by other non-traditional means or through teleworking.

**Qualifications:**

- Hold a bachelor's degree, preferably in education or a related field.
- Current teaching license or willingness to pursue teacher licensure.
- At least one year of job experience in an educational/academic setting.
- Experience or comfort with data analysis.
- Strong collaboration and communication skills (both verbal and written).
- Ability to adapt flexibly to changes in schedules.
- Independent work skills and the ability to take initiative in the design and implementation of academic work with students.
- All CATs are required to actively participate in professional development in identified areas such as assessment, math or literacy instruction, RtI, etc, under the direction of the Educational Leader.
- Pass a criminal background check and health screening prior to employment.