



OUR MISSION: Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

OUR VISION: Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

JOB TITLE: LIFE SKILLS INSTRUCTOR – Part Time

REPORTS TO: Assistant Principal

Education/Certification:

1. Bachelor's degree required

Preferred Qualification/Experience:

1. Hold a current Colorado Teaching License
2. Previous teaching experience in subject area and/or level desirable

Specific Capabilities:

1. Demonstrated knowledge and skill regarding the components of effective instruction
2. Demonstrated knowledge of content and teaching methods in area(s) of teaching assignment
3. Demonstrated knowledge of developmental needs of students
4. Demonstrated effective written and oral communication skills
5. Evidence of ability to establish and maintain effective, cooperative relationships with school personnel, students and parents
6. Demonstrated understanding and empathy necessary for working with students and parents

SUBJECT SCOPE & SEQUENCE

1. The Life Skills course is taught to all Middle School students – grades 6th, 7th & 8th – during their special's rotation. The table below lists the suggested scope & sequence for the school year.

6 th Grade Scope	7 th Grade Scope	8 th Grade Scope
Personal Growth	Technology	Financial Literacy
Human Development	Cooking	Career Path
	Sewing	
	Personal Style	

Trimester 1 Sequence

6 th Grade	7 th Grade	8 th Grade
SMART Goals Organization	SMART Goals Organization	SMART Goals Organization
Learning Style Assessment	Technology and Your World: Home, School, Community	What is Money Cryptocurrency basics
Left-Brain/Right-Brain Assessment	Technology Then and Now Presentation	What is a budget (presentation) Budget Kahoot
Problem-Solving Design a better bike rack	Cooking How clean is your kitchen? Food poisoning	Vacation budget presentation
Does birth order impact your personality?	My Plate	

Trimester 2 Sequence

6 th Grade	7 th Grade	8 th Grade
Stress Unit What is stress	Psychology of the grocery store Food labels Couponing	November rotations: Political Ideology assessment and debate
Reducing stress Coloring Laughter Exercise	Cooking basics Cooking terms and techniques Cooking equipment	Anatomy of a paystub Find a bank Maintaining a checking acct.
Stress Presentation	Anatomy of a recipe Cooking measure conversions	The Bean Game Does education impact earnings
Intro to Human Development (presentation)	Create a menu	Credit card Credit scores Investing
		Cars Dream vs Reality Maintaining a car

Trimester 3 Sequence

6 th Grade	7 th Grade	8 th Grade
Theory of Psychosocial Development (video and identification of stages worksheet)	Sewing Unit Introduction into sewing	Career cluster assessment
Theory of Cognitive Development	Sewing on a button Running stitch Back stitch	My High School research activity
Classical and Operant Conditioning	Basic embroidery The sewing machine	Work Ethic (grit) activity

Critical Thinking Packet Letter Equations	Sewing a pillow	Paying for college My College Trades Military discussion
Create a learning game for early childhood	Create a design board of your dream bedroom	Career Path presentation

INSTRUCTOR RESPONSIBILITIES

Instruction:

1. Plan and implement instruction consistent with BFA's curriculum for assigned subject area(s)/grade levels
2. Use formal and informal methods to assess the abilities and needs of students
3. Plan and implement effective use of class time
4. Apply principles of teaching/learning to enhance student achievement
5. Utilize teaching methods that are appropriate for the objectives and learners
6. Communicate effectively with learners
7. Provide for and maintain student involvement during instruction
8. Promotes a smooth transition from one learning activity to another
9. Use the evaluation of student outcomes to measure the effectiveness of instruction
10. Communicate student progress to student and parent/guardian
11. Begins class promptly and continues with instruction until the end of the instructional period
12. Uses assessment data results to differentiate instruction in order to increase student achievement

Learning Environment and Management

1. Maintain necessary student records
2. Attend to tasks in an effective and organized manner
3. Establish and maintain clear expectations for appropriate behavior
4. Encourage students in participation and performance
5. Is respectful and supportive of students
6. Maintain a positive attitude with students
7. Consistently enforces the dress code and code of conduct

Professional Responsibilities

1. Participate in professional growth opportunities
2. Recognize problems and actively contribute to their resolution
3. Collaborate with others to fulfill school goals
4. Demonstrate concern for students' health and safety
5. Maintain effective communication with parents
6. Follow the staff handbook guidelines and supports all BFA policies and procedures
7. Dress in a professional manner
8. Display a positive attitude

General

1. Accept and fulfill assigned responsibilities and duties in a prompt and efficient manner

2. Follow Board of Education policies, building procedures, and any other rules, regulations or procedures that may be established by the central or building administration
3. Provide an environment that promotes the 13 virtues of Ben Franklin Academy which are:
 - i) *Temperance* – Control is the key to improvement. Keep your words, actions, and temper in control.
 - ii) *Silence* – There is a time and place to speak up and a time to listen. You learn more by listening than speaking.
 - iii) *Order* – All things have their place. Keep your work area in order; keep your day in order.
 - iv) *Resolution* – Keep your word. When you have a task, get it done. Turn in your homework on time and be prepared.
 - v) *Frugality* – Be frugal. Do not waste the school's resources. Respect what you have been given. Reduce, reuse, recycle.
 - vi) *Industry* – Keep on task. There is a time for work and a time for play – do both with a good attitude.
 - vii) *Sincerity* – Be kind. Say kind words and treat others as you want to be treated. Encourage each other to succeed.
 - viii) *Justice* – Be respectful. Give everyone a chance to work or play. Give others a chance to express themselves. Share. Remember that others are counting on you, so live up to your duty.
 - ix) *Moderation* – Keep yourself in balance. Focus both on accomplishing things in which you excel and those you do not. Try new things.
 - x) *Cleanliness* – Keep yourself and your work area clean. Keep your uniform clean. Keep your school clean. Keep your words clean.
 - xi) *Tranquility* – Keep yourself from reacting poorly to others. People are not perfect and the world is not fair. Learn to deal with both despite imperfections. Be patient.
 - xii) *Chastity* – Be pure in thought and deed. White lies, a little gossip, and small, mean words are painful and say more about you than about others. What you think about others is how you will treat them. Develop good thoughts and feelings toward all.
 - xiii) *Humility* – Be mindful of others before yourself. Treat them as you want to be treated. Think about how you can help others before being asked. Let others speak when it is their turn.

Essential Environmental Demands

1. Frequent lifting - thirty-five (35) pounds
2. Occasional lifting - fifty (50) pounds
3. Constant standing, walking
4. Frequent squatting, reaching, stooping

Compensation

1. 180 teacher work days for 2024-25 school year
2. Part time (< 4 hours per day)
3. Annual At-Will employment agreement
4. See salary schedule on our website for starting salary ranges dependent on experience.

Benefits:

1. PERA (Public Employees' Retirement Association of Colorado)
2. Part time employees are not eligible for health benefits
3. Accrued Sick Leave

For more information, please visit <http://www.bfacademy.org/careers/>

Ben Franklin Academy is committed to compliance with all applicable equal employment opportunity laws, prohibiting discrimination on the basis of race, color, religion, ancestry, national origin, sex, marital status, disability, or age. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. Ben Franklin Academy is a drug-free workplace.