PACE Academy

2nd–8th Grade Teacher Job Description

Position Title: Elementary/Middle School Teacher (Grades 2–8)
Reports To: Principal
Location: PACE Academy – Columbia, South Carolina
FLSA Status: Exempt

Position Overview

PACE Academy is a specialized public charter school dedicated to serving students with dyslexia and other language-based learning differences. The school provides structured, evidence-based instruction designed to meet the unique academic needs of students in grades 2 through 8.

PACE Academy seeks passionate, highly skilled educators to deliver structured, systematic, and multisensory instruction aligned to South Carolina College- and Career-Ready Standards. Teachers are responsible for creating a highly structured, supportive learning environment while implementing research-based practices specifically designed for students with dyslexia.

Teachers at PACE Academy are expected to demonstrate strong knowledge of structured literacy, explicit phonics instruction, diagnostic teaching practices, and intervention strategies to ensure measurable student growth.

Essential Duties and Responsibilities

Instruction & Curriculum

- Deliver structured literacy instruction using systematic, explicit, and multisensory approaches appropriate for students with dyslexia.

- Plan and implement standards-aligned lessons across assigned content areas.

- Differentiate instruction based on diagnostic data and student needs.
- Provide small-group and individualized intervention as needed.
- Integrate reading and language support across content areas.
- Maintain clear learning objectives and measurable academic outcomes.

Student Assessment & Data Monitoring

- Utilize diagnostic, formative, and summative assessments to guide instruction.
- Maintain organized student data notebooks documenting progress over time.
- Participate in regular data meetings to adjust instruction.
- Monitor and document student growth in reading, writing, and content mastery.

Classroom Environment

- Establish and maintain a structured, orderly, and supportive classroom environment.
- Set high academic and behavioral expectations.
- Implement consistent classroom management aligned with school-wide systems.
- Foster student confidence, resilience, and self-advocacy skills.

Collaboration & Professional Responsibilities

- Participate in ongoing professional development focused on dyslexia, structured literacy, and evidence-based intervention practices.
- Collaborate with colleagues, interventionists, and administration to support student growth.
- Communicate regularly and professionally with parents/guardians regarding student progress.

- Support school-wide initiatives, events, and student activities.
- Uphold all policies and procedures of PACE Academy.

Compliance & Documentation

- Maintain accurate academic, behavioral, and attendance records.
- Support IEP, 504, MTSS, and intervention processes as applicable.
- Comply with all state, federal, and charter school requirements.

Qualifications

- Bachelor's Degree in Education or related field (required).
- Valid South Carolina teaching certification or eligibility for certification.
- Training or willingness to be trained in structured literacy methodologies required.
- Experience working with students with dyslexia or language-based learning differences preferred.
- Strong classroom management and organizational skills.
- Ability to analyze and apply student performance data effectively.

Preferred Characteristics

- Passion for working with students with dyslexia.
- Commitment to evidence-based instructional practices.
- Strong collaboration and communication skills.

- Growth mindset and dedication to continuous professional learning.
- Ability to thrive in a structured, high-expectation academic environment.