Position Title: Teacher, Secondary
Department: Curriculum and Instruction
Reports To: Building Principal
Compensation: Salary Commensurate with Degree and Experience: 190 Days
Category: Certified Salary

SUMMARY
Instructs students in activities designed to promote intellectual, social and physical growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties must be performed on site. Other duties may be assigned.
- Reports to work as scheduled on a regular and reliable basis
- Teaches District approved curriculum
- Meets and instructs assigned classes in the locations and at the times designated
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students
- Plans a program of study that meets the individual needs, interests, and abilities of the students
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects, etc. to communicate these objectives to students
- Identifies student needs and makes appropriate referrals and assists in developing strategies for individual education plans
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Encourages and assists students in setting and maintaining standards of classroom behavior
- Assists the administration in implementing all policies and rules governing student life and conduct and maintains order in the classroom in a fair and just manner
- Assesses the accomplishments of students on a regular basis, keeps appropriate records and provide progress reports as required
- Commits to availability to students and parents for education-related purposes outside the instructional day
- Maintains accurate, complete, and correct records as required by law, district policy and administrative regulations

SUPERVISORY RESPONSIBILITIES
- This position does not supervise employees.

QUALIFICATION REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE:
- Required: Bachelor’s degree in education from a four year accredited college or university.

CERTIFICATES, LICENSES, ENDORSEMENTS:
- Required: Valid Iowa teaching certificate
- Required: Endorsement(s) in appropriate area

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Strong positive human relation and communication skills in working with students, parents and associated professionals.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATION
Valid Iowa Teaching License with endorsement(s) in appropriate area

OTHER SKILLS and ABILITIES
Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Strong organizational skills. Experience and ability to utilize effective strategies in managing students. Abilities to design creative approaches to motivate students. Knowledge and experience using varied computer applications and applied technology experience. Willingness to work collaboratively with others.

PHYSICAL DEMANDS
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.

While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee frequently is required to walk, bend, and reach 0 - 12 inches and on occasion from 0 - 24 inches. The employee must occasionally lift and or move up to 50 pounds for example school supplies and books or equipment 0 - 12 feet and on occasion up to 20 feet. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. Hearing ability to monitor presence and activity of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will typically work indoors in one or multiple locations, but may be required to travel outdoors in inclement conditions to go from building to building for meetings or classes. The employee may be required to move from room to room through corridors heavily congested with people. The noise level in the work environment is usually moderate to loud.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*