



# SECONDARY TEACHER

## JOB DESCRIPTION ANDERSON COMMUNITY SCHOOL CORPORATION

Our ideal candidate will join a dedicated team of educators. The candidate must be knowledgeable in equitable instructional practices to support the needs of all learners, believe in the power of teamwork, and collaborative professional learning communities while overall providing excellent instruction in their classroom every day.

### **Educational Responsibilities:**

- Facilitate effective lessons
- Provide support for academic, behavioral, social emotional, and adaptive needs
- Prepare lessons with the needs of the learners in mind
- Design activities to achieve the learning objectives of the students
- Respect students and treat them with compassion and understanding
- Develop educational content including notes, assessments, and assignments
- Monitor goals and achievement, maintain data tracking, evaluate and document progress
- Supervise classes to ensure all students are learning in a safe and productive environment
- Collaborate with school administrators, teachers, staff, and parents
- Organize supplies, resources, and equipment
- Deliver individualized instruction to each student by encouraging interactive and engaging learning opportunities
- Ensure your classroom is clean and orderly
- Plan and implement educational activities and events beyond the IEP when appropriate
- Prepare and distribute progress reports, grade reports, and semester reports
- Plan, prepare, and attend case conference meetings
- Provide services to students based on their individual needs, either within the classroom setting or resource room
- Show commitment and professionalism through attendance, punctuality, and standards within your professional responsibilities
- Establish and maintain a positive line of communication with parents

### **Key Skills:**

- Caring nature while teaching the students
- Good observation skills and learning the behavioral patterns of children
- Key soft skills such as patience, interpersonal communication, empathy, organization, etc. are needed
- Good communication skills that help in interacting with the parents
- Addressing the needs and requirements of children with skillful attention
- Efficient in using visuals to support teaching methodologies
- Knowledge about using transition methods that help students to move from one subject to another
- Understand and use technology
- Other duties and responsibilities as may be assigned

**Job Requirements**

Bachelor's Degree in Secondary Education

Current Indiana Teaching License

The candidate must be knowledgeable in equitable instructional practices to support the needs of all learners.

The candidate must be knowledgeable in “cross-curricular” literacy instruction.

The candidate must have the ability to develop positive relationships with students, parents and all stakeholders.

The candidate must believe in the power of continuous improvement and desire to grow professionally as an educator through collaborative support.

Proficient in the integration of technology in instruction daily.