

# El Dorado USD 490 Job Description

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**Job Title** Secondary Teacher

**Purpose** Plan and deliver instruction to middle and high school students, facilitating maximum student learning and mastery of district curricular outcomes while fostering academic, social, and emotional growth.

**Reports to** Building Principal

**Salary** Per Negotiated Agreement Salary Schedule, commensurate with degree and experience

**Classification** Exempt

**Date** July 2025

## **Qualifications**

- Bachelor's degree in Secondary Education or related field and licensure by the Kansas State Board of Education
- Health and Inoculation Certificate on file
- Demonstrates excellence in teaching and instructional strategies
- Strong communication and interpersonal skills

## **Physical Requirements**

- Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue

## **Work Environment**

- Ability to handle a fast-paced, intense work environment
- Must occasionally work in noisy and crowded environments, with numerous interruptions

## **Essential Functions**

- Plans and implements individual and group curriculum/instruction to meet district standards
- Utilizes various instructional methods to engage students and accommodate diverse learning needs
- Assesses student performance through assignments, tests, and projects
- Assigns and grades classwork, homework, and assessments
- Creates and maintains a classroom environment conducive to learning
- Encourages student engagement and critical thinking
- Communicates regularly with parents through conferences, reports, and other methods
- Identifies and reports potential exceptionalities for early student referrals
- Collaborates with faculty and administration to align curriculum and support student transitions
- Participates in professional development and district inservice programs
- Supervises students during activities such as assemblies, field trips, or extracurricular events
- Prepares and maintains accurate records and reports as required

## **General Responsibilities**

- Deliver high-quality instruction to secondary students
- Foster a positive and inclusive classroom environment
- Support student academic and personal development

- Collaborate with school community to enhance educational outcomes

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