STAFF JOB DESCRIPTION

Title: Secondary Science Teacher	**FLSA Status: Exempt**
Reports To: Building Principal	**Pay Range:** Certified Salary Schedule
Prepared/Revised Date: 10/28/2026	**Work Year:** 26-27

SUMMARY:

The teacher creates a class environment favorable to learning and personal growth; establishes effective rapport with pupils, motivates pupils to develop skills, attitudes and knowledge needed to provide a good foundation in accordance with each pupil's ability, establishes positive relationships with parents and other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned, "equals 100%.

Job Tasks Descriptions	Frequency	% of time
Guides the learning process toward the achievement of State and local standards and curriculum goals. Establishes and communicates clear objectives for all lessons, units, and activities. Instructs assigned course(s) of study and uses approved materials as adopted by the Board of Education, and develops lesson plans that, as much as possible, meet the individual needs, interests, and abilities of all students.	**D**	**15%**
Meets and instructs classes in the locations and times designated and completes accurate attendance daily, differentiates instruction for students by employing a variety of instructional techniques to meet the needs and capabilities of diverse learners, and evaluates pupils' academic and social growth and prepares progress reports as required.	**D**	**15%**

Assists the administration in implementing the District's philosophy of education, its policies and rules governing instruction, student activities and conduct.	**D**	**15%**
Administers group assessments in accordance with the District's testing program approved by the Board of Education and/or required by the State of Colorado, and maintains accurate, complete, and appropriate records as required by law, District policy, and administrative regulation.	**Q**	**5%**
Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities, develops reasonable rules of classroom behavior and procedure; maintains fair and just order in the classroom appropriate to the activity.	**D**	**15%**
Assists in the selection and requisition of appropriate instructional materials; maintains required inventory records, participates in curriculum development and implementation, and plans and supervises purposeful assignments for teacher assistant(s) and volunteer(s).	**A**	**5%**
Assists in identifying pupil needs and cooperates with other professional staff members in assessing and addressing health, attitude and learning problems, communicates pupil progress and program information to parents and encourages their involvement in their students' schooling, and makes reasonable provision for availability to students and parents outside the instructional day for required or requested education-related purposes.	**W**	**15%**
Maintains professional competence and growth through participation in District-provided and self-selected staff development opportunities, becomes involved in faculty committees and sponsorships of student activities, and attends and participates in staff meetings as required.	**M**	**10%**
Perform other duties as assigned.	**M**	**5%**
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

1. Bachelor's Degree
2. Valid certificate/license issued by the Colorado Department of Education.

3. Appropriate endorsement for the teaching assignment.

4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

1. Appropriately licensed in the State of Colorado as provided by law.
2. Licensed teachers must be qualified for the area with a Science Endorsement or Adjunct License, meeting Colorado Department of Education accreditation standards.

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Requires a valid Colorado driver's license: Yes

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Principal & Assistant Principal
- Direct Reports: No

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				X
Administer a Budget		X		
Monitor a Budget		X		
Coordinate a Budget				X
Initiate a Requisition		X		

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feel			X	

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X

Use Interpersonal Skills				**X**
Compile				**X**
Negotiate				**X**

WORK ENVIRONMENT	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	**X**			
Work near moving mechanical parts	**X**			
Work in high, precarious places	**X**			
Fumes or airborne particles	**X**			
Toxic or caustic chemicals	**X**			
Outdoor weather conditions	**X**			
Extreme cold (non-weather)	**X**			
Extreme heat (non-weather)	**X**			
Risk of electrical shock	**X**			
Work with explosives	**X**			
Risk of radiation	**X**			
Vibration	**X**			

VISION DEMANDS	**REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB**
No special vision requirements	
Close vision (clear vision at 20 inches or less)	**X**
Distance vision (clear vision at 20 feet or more)	**X**
Color vision (ability to identify and distinguish colors)	
Peripheral vision	**X**
Depth perception	**X**
Ability to adjust focus	**X**

NOISE LEVEL	**Level of noise typical in the work environment for this job**
Very quiet	

Quiet	
Moderate	**X**
Loud	
Very loud	

OTHER INFORMATION:

- In person attendance is a requirement of this position.

IT Specific

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TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Google workspace: Email, calendar, googledocs, googleslides, googlesheets
- Infinite Campus
- Tyler: Time & attendance
- Vector: Online Training
- Weld 8 Resources Page

An equal opportunity affirmative action employer

The Weld Re-8 School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. A lack of English skills will not be a barrier to admission or participation. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Compliance Coordinator- Brian Childress; Chief Operations Officer,200 S. Fulton Avenue, Fort Lupton, Colorado, 80621, 1-303-857-3301, childressb@weld8.org; Title IX Coordinator: Matt Schwartz; Director of Human Resources & Safety,200 S. Fulton Avenue, Fort Lupton, Colorado, 80621,1-303-857-7280, matt.schwartz@weld8.org.