



Greater Albany Public Schools

Secondary ELA Teacher

Salary Level: See Current CBA

Reports to: Principal

Work Calendar: 191-day

Classification: Licensed

Location: Varies

Position Description

- Under the general supervision of the School Principal, to develop students' skills in listening, speaking, reading and writing, foster communication skills, develop an understanding and appreciation of literature of all types, motivate students to read a wide variety of publications to derive information, comprehend and critically assess the reading materials, and to promote the development of skills in the field of English reading, grammar and syntax.

Responsibilities:

Leadership and Advocacy

- Establish and maintain cooperative working relationships with colleagues
- Participate in collaboration, committees, and meetings with colleagues in order to maximize collective efficacy of the team
- Ability to engage in self-evaluation with regard to performance and professional growth
- Seeks out professional knowledge, staying apprised of current developments in the field
- Partners with families to support student learning

Student Support

- Ability to communicate effectively with students and families
- Ongoing assessment of student learning, with responsive differentiation to meet student needs, including those of students with IEPs and 504 plans
- Organizes and maintains a system of accurate and up-to-date record keeping, grading and reporting for all student activities, achievement and attendance
- Ensure students understand school behavior expectations, and support them in rising to those expectations

Instructional Expertise

- Knowledge of current teaching methods and pedagogy
- Develops and administers school curriculum consistent with district and school goals and objectives
- Develops lesson plans that maximize utilization of time for instruction
- Knowledge of applicable federal and state laws regarding education and students
- Ability to use computer software, systems, and applications as needed

Additional Responsibilities:

- Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.
- Note: *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Minimum Requirements:

- TSPC License
- Endorsement in English Language Arts

Desired Qualifications:

- Bilingual preferred
- Master's degree preferred

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified Applicants.

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. Frequent or prolonged sitting. Crouching to work with younger students. Possibly moderate to high noise level. Frequent and prolonged talking/listening in conversations/meetings. Requires accurate perceiving of sound. Requires handling and working with a variety of materials and objects. Work may occasionally involve lifting/carrying objects weighing 10-30 pounds. Possible exposure to bodily fluids due to student injury or illness. Possible exposure to bodily harm due to student behaviors.

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. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours may be required. This position may require traveling to multiple work sites.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work. I have read and understand this job description.

I have read and understand this job description.

Signature: _____ **Date:** _____