

**TITLE*****TEACHER - SECONDARY (9-12)*****QUALIFICATIONS**

1. Minimum bachelor's degree
2. Valid teacher's license with appropriate endorsement
3. Strong written, verbal, presentation, and interpersonal skills
4. Computer utilization skills
5. Meets health and physical requirements

**JOB GOAL**

To teach one or more subjects to students and lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation

**ESSENTIAL FUNCTIONS**

1. Instructs students in subject matter using various teaching methods such as lecture and demonstration, manipulative, and problem-solving, and uses audiovisual aids and other appropriate materials to supplement the activity for which students are engaged
2. Prepares teaching outline for course of study and assigns lessons and corrects homework papers
3. Administers tests to evaluate progress, compile anecdotal records for evaluative purposes, records results, and issues reports to inform parents of student progress on a regular basis
4. Keeps accurate attendance records
5. Maintains discipline in classroom and on school property
6. Participates in faculty and professional meetings, educational conferences, and teacher training workshops
7. Encourages students to maintain standards of classroom behavior
8. Prepares for class daily and shows evidence of preparation upon request of immediate supervisor
9. Is available to students and parents for education-related purposes outside the instructional day
10. Assists in upholding and enforcing school rules, board policies, and administrative regulations
11. Develops and maintains a classroom conducive to learning
12. Meets and instructs assigned classes in the locations and at the times designated
13. Represents the school and the community in a positive manner
14. Reports to the principal when there is knowledge or reasonable suspicion that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect
15. Actively promotes the use of computer/technology to develop learning skills
16. Performs other duties as assigned

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

1. Pushing
2. Pulling
3. Climbing
4. Stooping
5. Kneeling
6. Reaching
7. Talking
8. Hearing
9. Seeing

#### **TEMPERAMENT (Personal traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
4. Adaptability to dealing with people beyond giving and receiving instruction
5. Adaptability to dealing with students

#### **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: Ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Manual Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately
5. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures
6. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color

#### **WORK CONDITIONS**

Normal working environment

#### **TERMS OF EMPLOYMENT**

1. 200-day contract
2. Teacher salary scale

## **IMMEDIATE SUPERVISOR**

Principal

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Adopted 07/01/93