

SOCIAL STUDIES TEACHER – High School

ESSENTIAL FUNCTIONS:

- Plans and develops course of study according to curriculum guidelines of District and state requirements. Actual curriculum must often be tailored for three or more levels of academic ability and previous achievement.
- Develops and presents specific lesson plans, using a variety of techniques, including lectures, projects, exhibits, field trips, audio-visual and library resources, computers, and the Internet.
- Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.
- Conducts standardized tests in accordance with District policies and law.
- Maintains order in the classroom, and in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior. May prescribe extra assignments or detention in cases of student misconduct.
- Shares with other teachers the responsibility for monitoring halls, study periods, and lunchroom.
- Maintains cooperative working relationships with those contacted in the course of work.
- Communicates effectively with students, teachers, paraeducators, staff members, administrators, and the general public.
- Counsels students when academic difficulties or behavioral problems arise.
- Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences both regularly scheduled and on an as-needed basis.
- Consults with other professionals, where there appears to be evidence of learning disabilities, drug or alcohol abuse, or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention which appears warranted.
- Reports cases of suspected child abuse according to state law.
- Complies with Board policies, rules, regulations, and directives.
- Works with guidance counselors in helping students select a course of study or college.
- Performs related duties such as sponsoring a student organization or activity.
- Participates in faculty meetings, educational conferences, professional training seminars, and workshops.
- Supervises classroom aides and volunteers.
- *Only minimum duties are listed. Other functions may be required as given or assigned by building principal.*

QUALIFICATIONS:

- Valid Montana secondary teaching License with appropriate endorsement(s). Social Studies (Broadfield) endorsement *required*.
- Thorough knowledge and understanding of the physical, intellectual, emotional and social characteristics of high school students and strong academic preparation.
- Ability to adhere to and implement Board and school policies and procedures.
- Demonstrated successful experience working with high school students.
- Ability to maintain cooperative working relationships with those contacted in the course of work.
- Ability to work well with students, parents, administrators, and other staff members.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Strong academic preparation and/or teaching experience.
- Ability to implement appropriate classroom management/working environment.
- Ability to maintain an effective and positive instructional classroom environment.
- Knowledge and skills in the use of technology as an instructional tool.
- Ability to manage stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- *Other qualifications as deemed necessary by the building principal.*

EQUIPMENT USED: Computer, calculator, copier, telephone/voice mail, fax machine.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, such as field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required of this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands & work-environment characteristics described within this job description 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.

IMMEDIATE SUPERVISOR: PRINCIPAL

EVALUATION: Performance of this job will be evaluated in accordance with established provisions.

TERMS OF EMPLOYMENT: Salary, benefits, and other working conditions as negotiated by the Missoula County Public Schools Board of Trustees and the MEA.

AN EQUAL OPPORTUNITY EMPLOYER