

HIGH SCHOOL TEACHER

Purpose Statement

The job of High School Teacher was established for the purpose of providing each student with the tools to succeed in a diverse and interdependent world.

This job reports to the designated School Principal or Assistant Principal.

Essential Functions

- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- Communicates expectations, student achievement, and curriculum requirements, for the purpose of developing methods of improvement and/or reinforcing class room goals.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school's mission statement.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses Student Learning Expectations.
- Implements academic, behavior, health and nutrition plans (e.g., IEPs, intervention plans, care plans, 504 Plans, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Informs parents and/or legal guardians of students' progress for the purpose of communicating expectations, students' achievements, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Models classroom procedures and expectations for the purpose of demonstrating appropriate social and interpersonal behavior.
- Responds to inquiries from a variety of sources (e.g., other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Adapts classroom work for the purpose of providing students with instructional materials that address their respective needs within established lesson plans.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.

- Directs student teachers, instructional assistants (paraeducators and tutors), and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Prepares a variety of materials (e.g., grades, attendance, anecdotal records, etc.) for the purpose of documenting students' progress and meeting mandated requirements.
- Administers required assessment programs, subject specific assessments (e.g., state, district, and school assessment tools, etc.) for the purpose of assessing student competency levels and/or developing curriculum.
- Advises students for the purpose of improving performance, problem solving techniques and social development.
- Coordinates a variety of activities (e.g., field trips, first aid coverage, transportation, assemblies, etc.) for the purpose of ensuring the availability of equipment, materials and personnel to achieve objectives.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g., classroom, field trips, hallways, assemblies, etc.) for the purpose of providing a safe and positive learning environment.
- Reports incidents (e.g., fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students and staff, providing a positive learning environment and adhering to Education Code and school policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution in accordance with school policies.
- Incorporates professional development into classroom instruction for the purpose of implementing curriculum that supports student achievement.
- Addresses recertification requirements for the purpose of maintaining state licensure and highly qualified status.
- Integrates professional development goals with building and district goals for the purpose of aligning personal skill sets with building and district goals.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: verbal and written communication skills, effective listening skills, applying assessment instruments; operating standard office/classroom equipment including using pertinent software applications (e.g., Power School, word processing, databases, etc.); interpreting data; using technology as an instructional tool; creating a student centered environment; and preparing and maintaining accurate records.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: knowledge of appropriate content, policies, school

based procedures, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; using data to inform instruction; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: ensuring a safe and secure environment for students; creating a student centered learning environment; and providing quality, results based instruction that ensures success for every student.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling. Generally the job requires 40% sitting, 20% walking, and 40% standing. Sufficient stamina to be able to perform normal classroom duties and additional duties required. This job is performed in a generally clean and healthy environment.

Minimum Qualifications:

Experience none required, relevant experience preferred.

Education Bachelors degree from an accredited institution in job related area or an equivalent combination of work experience and education that satisfies vocational instructor requirements.

Certificates: Hold or be eligible for a NH teacher certification in the appropriate content area. Achieved or be eligible for Highly Qualified Teacher status under NCLB.

FLSA Status: Exempt

Approval Date: 3/1/11

William B. Gurney
Co-Superintendent