TEACHER - SECONDARY

Reports to:

Building Principal and/or Instructional Supervisor.

Summary:

To help students learn subject matter and skills that will contribute to their development as mature, able and responsible men and women.

Essential Duties and Responsibilities:

Other duties may be assigned.

- Teaches district approved curriculum.
- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that meets the individual needs, interests and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Evaluates pupils’ academic and social growth, keeps appropriate records and prepares progress reports.
- Is available to students and parents for education-related purposes outside of the instructional day.
- Maintains professional competence through in-service education provided by the district and in self-selected professional growth activities.
- Serves on faculty and curriculum committees.
- Implement individual education program for special needs students.
Maintains accurate, complete and correct records as required by law, district policy and administrative regulations.

**Supervisory Responsibilities:**

Supervises classroom and students (volunteers and parent helpers where appropriate). Performs general supervisory duties as scheduled.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor Degree.
(Masters Degree for certain positions).
Additional credits required for completion of certification requirements.

**Certificates, Licenses, Registrations:**

Valid Connecticut Teaching Certificate.

**Skills and Abilities:**

Ability to read, analyze and interpret periodicals, professional journals, technical procedures and governmental regulations. Ability to write memos, reports and correspondence. Ability to effectively present information and respond to questions from groups of administrators, staff, parents and the general public.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Basic knowledge and experience with standard hardware and software applications. Ability to use computer for E-mail, word processing, accounting, databases and presentations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Ability to apply knowledge of current research and teaching competencies to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents. Skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies and the code of professional responsibility for teachers.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift between fifteen to twenty (15 – 20) pounds, such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being or work output of other people. Specific vision abilities required by this job include close vision, such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.