

JOB TITLE: HIGH SCHOOL TEACHER
REPORTS TO: Principal
EVALUATED BY: Principal

JOB GOAL: To provide the instruction of assigned students keeping within the law, board policies and administrative regulations. Instruction is the teaching/learning process which includes student guidance, management, skills and knowledge in grade/subject areas taught.

QUALIFICATIONS:

1. Must meet Highly Qualified Standards
2. Michigan Education Certificate with proper endorsement
3. CPR certified
4. Electronically fingerprinted

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Michigan Teaching Certificate with appropriate grade level/subject area endorsement
2. Ability to assist in establishing and maintaining an effective learning climate in the school
3. Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements
4. Ability to assist in the development, revisions and evaluation of the curriculum and instructional services
5. Ability to assist in the development of school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures
6. Ability to serve as liaison between the school and encouraging parental engagement with the school
7. Ability to provide direction to others and to make independent judgments
8. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
9. Ability to maintain confidentiality when dealing with student, staff and/or parent information
10. Ability to communicate with individuals of varied cultural and educational backgrounds
11. Ability to keep and maintain accurate records and to meet deadlines
12. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Meet and instruct assigned classes in the locations and at the times designated.
2. Plan and implement a program of study following state and district goals/curriculum that meet the individual needs and development of students.
3. Creates, with assistance from pupils, bulletin boards and other displays of material to motivate student learning.
4. Guide the learning process toward the achievement of curriculum goals; establish clear objectives for all instructional units, projects and lessons to communicate these goals and objectives to students.
5. Diagnose the needs and abilities of assigned students and prescribe appropriate learning activities for each student.

RESPONSIBILITIES: (CONTINUED)

6. Evaluates each student's development in course being taught, and prepares progress reports and report cards.
7. Evaluate each student's growth periodically and develop instructional plans for the future; assist the specialists in the instruction of special education students.
8. Establish and maintain open lines of communication with students and parents/guardians concerning both the broad academic and behavioral progress of all assigned students.
9. Assist the administration in implementing all policies and/or rules governing student conduct in the classroom, develop reasonable rules of classroom behavior and procedures, and maintain order in the classroom in a fair and just manner.
10. Encourage student to set and maintain appropriate standards of classroom behavior.
11. Maintain accurate, complete and confidential records as required by law, administrative regulations and district policy.
12. Maintains professional competence through participation during in-service education activities provided by the district, and /or in self-selected professional growth activities.
13. Confer with colleagues, administration, students and/or parents when necessary.
14. Plan and supervise purposeful assignments for Educational Assistants, Special Needs Assistants and/or volunteer(s) and provide input regarding their job performance as appropriate.
15. Strive to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.
16. Attend staff meetings and serve on staff/district committees as required.
17. Ability to demonstrate knowledge of subject matter, to seek professional growth, improve classroom instruction and to qualify for certification by following both state and district regulations.
18. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
19. Communicates with parents and school counselors to discuss the individual student's progress.
20. Supervises students in out-of-classroom activities during the assigned work day.
21. Performs basic attendance accounting and business services as required.
22. Utilizes technology in the classroom, as appropriate.
23. Communicate with parents to provide and explain information regarding social, academic, and behavioral progress of students. Teachers are expected to utilize available electronic devices/software, as well as phone calls, mailing and conference.
24. Administer, analyze, report, and utilize student assessments as prescribed by the district to provide an appropriate instructional program for all students.

EXAMPLES OF DUTIES:

1. Demonstrate knowledge of Michigan Content Standards for subject area(s) assigned.
2. Provide balanced instruction in the subject(s) assigned, utilizing the Michigan Content Standards for that instruction area(s), and/or the course of study adopted by the Board of Education.
3. Utilize district adopted instructional programs, strategies, and curriculum.
4. Provide appropriate intervention strategies to ensure the academic success of all students.
5. Maintain high expectations for all students' academic achievement.
6. Implement the beliefs, mission statement, objectives, and parameters of the Strategic Plan, as adopted by the Board of Education.

PHYSICAL Demands:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively. *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.*

SUPERVISION EXERCISED OR RECEIVED:

Under the immediate direction of the site administrator.