



Thompson School District
Licensed Staff Job Description

Job Title: English/Language Arts Teacher
Revised Date: April 2023
Work Year: 185 Days
Department: Learning Services
Reports to: Building Principal

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, four middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY: *Instruct middle school students in English/Language Arts courses in coordination with current curriculum and within the framework of district and state content standards. Strong interpersonal skills and proven ability to work cooperatively with students, parents, and staff required. Working knowledge of classroom management strategies, best practices, and students' learning styles and needs.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop course content, format, structure, and schedule
- Plan, organize, and implement classroom materials and curriculum
- Prepare lesson plans and activities, deliver instruction
- Adapt teaching methods and instructional materials to meet students' varying needs and interests
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations
- Prepare, administer, and grade tests and assignments in order to evaluate students' progress
- Communicate with students, families, and colleagues concerning student academic and behavioral progress
- Maintain accurate and complete student records as required by law, district policy, and administrative regulations in a timely and confidential manner
- Collect data on individual student achievement
- Develop and maintain constructive and cooperative working relationships with building and district staff.
- Attend staff meetings, serve on committees, and attend workshops or in-service professional development activities
- Administer discipline when appropriate

JOB QUALIFICATIONS

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.



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KNOWLEDGE, SKILLS, AND ABILITY:

- Human relations skills
- Knowledgeable about classroom practice in order to successfully facilitate the learning environment, manage time, communications, and record keeping
- Ability to remain current in curricular area and in instructional practices
- Knowledgeable about student electronic database and grading software
- Knowledgeable about using technology to support instruction and enhance student learning

SUPERVISION/TECHNICAL RESPONSIBILITY:

- Supervise the daily activities of students in employee's care.

EDUCATION AND TRAINING:

- Bachelor's degree in English/Language Arts education or related field required.

EXPERIENCE:

- Experience instructing students in classroom setting.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Colorado teaching license with appropriate endorsement (or licensure application in process with CDE).

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age marital status or disability. The Superintendent is committed to cultural diversity among district personal as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.



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OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive list of the activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.