

## **Teacher - Secondary**

### **Purpose Statement**

The job of Teacher - Secondary is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for facilitating effective instructional practices; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Building Principal

### **Essential Functions**

- Adapts classroom work (e.g. reading, IEPs requirements, modeling activities for needs of all students, etc.) for the purpose of providing students with instructional materials that address individualized learning plans.
- Administers state and district assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of students (e.g. student academic progress, behavioral issues, expectations, etc.) for the purpose of developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress (e.g. objectives, expectations, tests, progress reports, etc.) for the purpose of providing feedback to students, parents and administration.
- Collaborates with a variety of stakeholders (e.g. instructional staff, other school personnel, administration, parents, a variety of individuals and groups within the community, etc.) for the purpose of improving the overall quality of student outcomes and achieving established classroom objectives in support of the school improvement plan.
- Counsels assists, and interacts with students (e.g. improving performance, health status, problem solving techniques, personal issues, etc.) for the purpose of facilitating student learning.
- Demonstrates methods required to perform classroom and/or subject specific assignments (e.g. assignments designed to deal with IEPs, question and answer activity, etc.) for the purpose of providing an effective program that addresses individual student requirements.
- Develops curriculum (e.g. design and implementation of grade level and content appropriate curriculum, etc.) for the purpose of ensuring student learning.
- Facilitates student learning (e.g. implementation of effective instructional strategies, etc.) for the purpose of achieving success in academic, interpersonal and daily living skills through defined lesson plans to facilitate successful student learning.
- Manages student behavior (e.g. classroom, parking lot, hallways, field trips, etc.) for the purpose of providing a safe and optimal learning environment.
- Organizes age appropriate activities (e.g. indoor, outdoor, etc.) for the purpose of ensuring student participation in learning activities.

- Participates in a variety of meetings and professional development opportunities (e.g. grade level, building, parent-teacher, conferences, PLCs, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, assessment results, accurate educational records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. inappropriate behavior, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to school policies and procedures.
- 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 to appropriate personnel.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; behavioral management strategies; and best instructional practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive, positive and professional relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; exhibiting patience and professionalism; working flexible hours; effective communication skills; and working as member of a team.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.

**Required Testing**

**Continuing Educ. / Training**

Continuing Education Requirements  
Maintains Certificates and/or Licenses

**Certificates and Licenses**

Teaching Credential

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**