

Duties: Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning for high school English students.

Develops schemes of work, lesson plans, and tests that are in accordance with established procedures.

Instruction and monitor students in the use of learning materials and equipment.

Use relevant technology to support and differentiate instruction.

Manage student behavior in the classroom by establishing and enforcing rules and procedures.

Maintain discipline in accordance with the rules and disciplinary systems of the school.

Provide appropriate feedback on student work.

Encourage and monitor the progress of individual students and use information to adjust teaching strategies.

Maintain accurate and complete records of students' progress and development.

Update all necessary records accurately and completely as required by laws, district policies, and school regulations.

Prepare required reports on students and activities.

Participate in department, school, district, and parent meetings.

Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs.

Establish and communicate clear objectives for all learning activities.

Prepare classroom for class activities.

Provide a variety of learning materials and resources for use in educational activities.

Observe and evaluate student's performance and development.

Assign and grade class work, homework, tests, and assignments.

Requirements: Bachelors in Education, English, or related. Possess Arizona Department of Education Teaching Certificate with approved area to teach grade level and subject matter.