



Secondary Teacher

Title: Secondary Teacher – Math and Science
Reports to: Principal
Supervises: Teaching Assistant/Instructional Aide
Date: August 2018

Purpose:

Under the direction of the School Principal, and within the resources available, the teacher is responsible for providing an instructional program and the education of assigned students and will create a flexible program and class environment favorable for the learning and personal growth of each student.

Essential Duties and Responsibilities:

1. Maintain and enrich their expertise in the subject area they will teach, which may include Pre-Algebra, Algebra I, Geometry, Algebra II, Environmental Science, Biology, Chemistry, Physics.
2. Develop lesson plans that ensure the attainment of state learning standards and the additional specific grade-by-grade learning standards set forth in the charter.
3. Coordinate lesson plans with other teachers to maximize possibilities for teaching similar topics in the same general time frame, thus reinforcing student knowledge on an interdisciplinary basis.
4. Provide direct and indirect instruction.
5. Long and short-term planning addressing individual needs of students.
6. Prepare students adequately for all required assessments.
7. Evaluate student's progress
8. Prepare at least quarterly individual student achievement reports for parents.
9. Provide an inviting, exciting, innovative learning environment.
10. Engage in effective and appropriate classroom management
11. Accept and incorporate feedback and coaching from administrative staff.
12. Serve as an advisor to students, including organizing advisory groups, overseeing the academic and behavioral progress.
13. Utilize computers and other technological classroom support equipment in student instruction.
14. Perform other duties as assigned and deemed appropriate by the Principal.

Qualifications:

1. Demonstrated expertise in the subject they will teach, as evidenced by personal skills and knowledge, an undergraduate major or minor or graduate degree in the subject they will teach, or direct subject-area teaching experience.
2. Possess any required state teaching credential and meet any other credentialing requirements.
3. Ability to pass criminal background investigation.
4. Demonstrated communication skills.
5. Demonstrated ability and experience to engage the interest of school-age children.
6. Demonstrated ability to work with diverse children, including those with special needs.
7. Teaching experience in a public or private school.
8. Demonstrated ability to work well with parents.
9. Demonstrated ability to work effectively as a team member.
10. Demonstrated ability to evaluate tests and measurements of achievement.
11. Demonstrated willingness to be held accountable for student results.

Public Relations

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Establishes and maintains cooperative relationships with other staff members.

Professional Growth

- Continues professional growth through attendance at workshops, seminars, conferences, etc.
- Cooperates with the administration in planning appropriate in-service training programs at the school
- Attends staff and committee meetings as required

Student Evaluation

- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Physical Demands:

Spends the majority of the day standing and sitting in the classroom. While standing the teacher will frequently hold light objects they are working and demonstrating, etc. These can be held from waist level to slightly above the teacher's head. Teacher must be able to walk through the classroom and be able to maneuver in tight spaces between desks. Dealing with students can entail kneeling or squatting, stooping and bending from 50-70 degrees at the waist on an occasional to frequent basis on a given day. The chalkboard or white board is occasionally to frequently used, which

can require grasping the chalk or marker or eraser, reaching at, below or above shoulder height with the dominant upper extremity and may require trunk or neck rotation to look back at class.

Teachers may be required to assist in physical education on a rotating basis and this would occasionally involve lifting, using both upper extremities while assisting the child. The teacher may be required to do playground/yard duty, which involves walking on even and uneven surfaces including pea gravel and negotiating a 6" curb.

The teacher may use computers, overhead projectors, TV, VCR, etc. which would require a 10 pound force to push or pull the TV/VCR stand. The overhead projector requires 5 pounds of force to move. When working with equipment it may also be necessary to forward bend, squat, and/or kneel.

The teacher often moves student's desks and chairs to change the layout of the classroom to influence teaching situations. It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to the classroom up to 200 feet away.

The teacher must sit on an occasional basis when developing lesson plans, grading, etc. This is done at the desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day. May occasionally have to climb or balance on counters, step-ladders or chairs.

Work Environment:

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, noise level is moderate to loud.

Right to Revise:

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date

