

TITLE: Secondary School Teacher

QUALIFICATIONS:

1. Hold or be eligible for certification in teaching field.
2. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Building Principal, or Designee.

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Maintains professional competence in instructional techniques and in specialized teaching field through in-service education activities provided by the district and self-selected professional growth activities.
2. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
3. Meets with and instructs assigned classes in the location and at the times designated.
4. Implements a program of study that adheres to the course curriculum as adopted by the Board of Education.
5. Creates an effective environment for learning through functional displays, bulletin boards, and interest centers.
6. Prepares adequately for classes assigned and presents a Plan Book to the Department Head in accordance with school policy.
7. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
8. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
9. Employs a variety of instructional techniques.
10. Strives to implement the district's philosophy of education and instructional goals and objectives.
11. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
13. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
14. Assists the administration in implementing all policies and rules governing students.
15. Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
16. Works cooperatively with the department head.
17. Attends staff meetings and serves on staff committees as required.
18. Performs other such duties as may reasonably be assigned.

TERMS OF EMPLOYMENT: Salary and other terms and conditions of employment shall be governed by negotiated contract with extended service as approved by the School Board.

EVALUATION: Performance in this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

ADOPTED: August 13, 1992 Board Meeting