



# The Academy

## Job Overview

Job Title:	<b>Secondary Teacher</b>
Job Department:	<b>Secondary</b>
FLSA:	<b>Exempt</b>
Employment Class:	<b>Certified</b>
Pay:	<b>Salary</b>
Work Year / Days:	<b>9 months / teacher workdays</b>
Prepared / Revised Date:	<b>March 7, 2016</b>

**SUMMARY:** Employee shall perform the duties and responsibilities proficiently, professionally and in a collaborative manner consistent with the standards of care and quality that accompany the highest norms of the profession.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

1. Enforce and follow The Academy's rules and policies.
2. Preparation and planning must be complete and kept current.
3. Classroom must be kept clean, organized and appropriately arranged and decorated.
4. Grade book must be kept current with at least one grade/score per subject each week.
5. Attendance must be kept current hourly.
6. Select, adapt and use a variety of instructional methods appropriate to learners and the environment.
7. Maintain appropriate classroom management.
8. Participate in the development of Character Education.
9. Collaborate with others to fulfill responsibilities related to school goals and priorities.
10. Attend all scheduled staff meetings.
11. Participate in professional growth opportunities.
12. Cultivate a professional relationship with parents and community.
13. Other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Must have a certificate in the subject or enrolled in an Alternative Licensure program.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Maintain current licensure with the State of Colorado OR proof of eligibility required.
- All Teachers must be highly qualified.
- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow The Academy's policies, as well as building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.