

**TITLE**

*Secondary School Teacher (9-12)*

**QUALIFICATIONS**

- Valid teacher's license with appropriate endorsement;
- Strong written, verbal, presentation and interpersonal skills; and
- Meets health and physical requirements.

**JOB GOAL**

To teach one or more subjects to students and lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**ESSENTIAL FUNCTIONS**

- Instructs students in subject matter, using various teaching methods, such as lecture and demonstration, and uses audiovisual aids and other materials to supplement presentation;
- Prepares teaching outline for course of study, and assigns lessons and corrects homework papers;
- Administers tests to evaluate progress, records results, and issues reports to inform parents of student's progress;
- Keeps accurate attendance records;
- Maintains discipline in classroom and in school yard;
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops;
- Encourages students to maintain standards of classroom behavior;
- Prepares for class and shows evidence of preparation upon request of immediate supervisor;
- Is available to students and parents for education-related purposes outside the instructional day when requested to do so;
- Assists in upholding and enforcing school rules, board policies and administrative regulations;
- Develops and maintains a classroom conducive to learning;
- Meets and instructs assigned classes in the locations and at the times designated;
- Represents the school and the community in a positive manner; and
- Performs other work-related duties as assigned.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling

- Climbing
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

### **TEMPERAMENT (Personal traits)**

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with students.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

### **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform mathematical operations quickly and accurately.
- *Manual Dexterity:* The ability to move the hands easily and manipulate small objects with the fingers.
- *Form Perception:* To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
- *Color Discrimination:* Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

### **WORK CONDITIONS**

Normal working environment.

### **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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