



JOB DESCRIPTION
Secondary Teacher

Job Title: Career/Industry CTE Teacher	Reports To: Principal
Work Days: 187 Days/9 Months	Salary: \$43,000 and up

**This employee will work with the career coach to establish an industry/career program. If not CTE certified, working towards this will be a requirement.*

Job Goal: To work with staff, students, and community to ensure a “high-quality” educational program overall, implementing the school’s mission, vision, and strategic goals. To assist the principal in ensuring that we create an environment that is safe and nurturing, but one with high expectations and accountability for faculty, staff, students, and parents.

Job Description:

Secondary Teacher Job Responsibilities:

- To plan, organize, and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.
- Essential functions of the job may include but are not limited to the following:
 - o Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning.
 - o Develops schemes of work, lesson plans, and tests that are in accordance with established procedures.
 - o Instruct and monitor students in the use of learning materials and equipment.
 - o Use relevant technology to support and differentiate instruction.
 - o Manage student behavior in the classroom by establishing and enforcing rules and procedures.
 - o Maintain discipline in accordance with the rules and disciplinary systems of the school.
 - o Provide appropriate feedback on student work.
 - o Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
 - o Maintain accurate and complete records of students' progress and development.
 - o Update all necessary records accurately and completely as required by laws, district policies and school regulations.
 - o Prepare required reports on students and activities.
 - o Participate in department, school, and parent meetings.
 - o Communicate necessary information regularly to students, colleagues and

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- parents regarding student progress and student needs.
- o Establish and communicate clear objectives for all learning activities.
- o Prepare classroom for class activities.
- o Provide a variety of learning materials and resources for use in educational activities.
- o Observe and evaluate student's performance and development.
- o Assign and grade class work, homework, tests and assignments. Other functions of the job include but are not limited to the following
- o Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- o Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- o Participate in appropriate professional activities.
- o Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed. Other duties as assigned.
- Knowledge Skills and Ability Required: 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.
 - o Ability to establish and maintain cooperative and effective working relationships with others.
 - o Ability to communicate effectively orally and in writing.
 - o Must have the ability and proven ability to report to work on a regular and punctual basis.
 - o Perform all other related work delegated or required to accomplish the objectives of the total school program.
 - o Knowledge and implementation of relevant technology.
 - o Meet professional teacher education requirements of school, and state.
- Physical Requirements: Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

QUALIFICATIONS:

- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.
- Ability to organize tasks and manage time to meet many and varied deadlines and communicate effectively with students, parents, school administrators and other staff,

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including the ability to discuss topics which may be sensitive.

- Working familiarity with student assessment tools, especially in evaluating and interpreting standardized test results.
- Knowledge of educational software and virtual programs that enhance the learning environment and increase student outcomes

EDUCATION, EXPERIENCE, AND LICENSING REQUIREMENTS

- Bachelor's Degree or higher in education or an appropriately related field
- Minimum of 1 year of teaching experience
- Understanding and familiarity with computer applications and word processing functions
- Knowledge of Restorative Discipline Principles

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