

POSITION DESCRIPTION

Whiteriver Unified School District #20

TITLE: Secondary Teacher (Grades 6-12)

CONTRACT TERMS: 10 Months

SALARY CLASSIFICATION: Certified Teacher Salary Schedule

GENERAL STATEMENT OF RESPONSIBILITIES:

To create a flexible secondary program and a class environment favorable to learning and personal student growth demonstrated by multiple student data points; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for future grade level expectations in accordance with each student's ability; to establish good relationships with parents and other staff members; to create effective lesson plans reflective of district's curriculum map and current state endorsed standards; to administer praise and constructive feedback; and create a well-rounded, comprehensive instructional program in accordance with the WUSD curriculum.

PRIMARY RESPONSIBILITIES:

Teaches one or more subjects to students in public or private secondary schools by performing the following duties.

- Instructs students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.
- Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
- Assigns lessons and corrects homework.
- Administers tests to evaluate pupil progress, records results, and issues reports to inform parents of progress.
- Keeps attendance records.
- Maintains discipline in classroom.
- Meets with parents to discuss student progress and problems.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.
- Performs related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting course of study, and counseling student in adjustment and academic problems.
- Performs other duties as assigned by the supervisor.

QUALIFICATIONS:

- Bachelor's Degree required, (Master's degree preferred) from an accredited college/university.
- Current Arizona State Teaching License with appropriate social studies endorsement.

- Valid Fingerprint Clearance Card with AZ. DPS;
- Highly Qualified Status as determined by the Arizona Department of Education.
- 5 years of successful teaching experience preferred.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Frequently requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Frequently stooping, bending, and reaching.
- Must be able to work indoors and outdoors.
- Must work in noisy and crowded environments.
- Expected responsibilities would include what a teacher would normally carry out in a typical full time work schedule.

COMMITMENT & DEPENDABILITY:

- Willingness to be an integral member of a successful team;
- Dedication to provide the highest levels of service;
- Excellent attendance and reliability;
- Adherence to WUSD policies and procedures;
- Dedicated to maintaining confidentiality.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Must plan two to twelve weeks in advance, depending upon the directive given by the site administrator.

STRESS MANAGEMENT: Periodic stress due to intermediate time deadlines and timely implementation of school program particulars.

PUBLIC CONTACT: Interact primarily with students, parents, staff members, and the general public.

EVALUATION PROCEDURES: Principal (in accordance with provisions specified in Governing Board Policy).

SUPERVISION RECEIVED: Teacher will be supervised by the building Principal or designated Administrator

SUPERVISION GIVEN: None