

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 secondary school 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;
- Uses a variety of effective instructional instruction strategies including eliciting frequent student response, consistently monitoring student performance, providing feedback, and providing instruction with effective pacing, etc..., such as inquiry, group discussion, lecture, discovery, etc.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction;
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom;
- Analyzes multiple student data points to determine academic/social growth and modify instruction to maintain consistent growth, keeps appropriate records, and prepares progress reports;
- Assigns lessons and corrects homework;
- Administers tests to evaluate pupil progress, records results, and issues reports to inform parents of progress;
- Keeps attendance records daily for assigned courses;
- Meets with parents to discuss student progress and concerns;
- 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:

ACCEPTABLE EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor's Degree required, (Master's degree preferred) from an accredited college/university;

- Current Arizona State Teaching License with appropriate subject endorsement/focus;
- Valid IVP Level One Fingerprint Clearance Card;
- Experience is preferred but not necessary for hiring.

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: Principal

SUPERVISION GIVEN: None