

## JOB INFORMATION

<i>Job Title:</i>	Secondary School Teacher
<i>Version Date:</i>	11/6/2020
<i>Salary Grade:</i>	\$39,488-\$98,379
<i>Category</i>	Instruction
<i>Department:</i>	Instructional Services
<i>Work Year:</i>	10 Month, 164 Days
<i>FLSA Classification:</i>	Exempt

## JOB SUMMARY

Prepares Secondary School Students For Meaningful Lives by following curriculum guidelines and state and school system goals; modifying plans on the basis of student diagnostic and assessment procedures; teaching students; preparing, administering, and scoring tests; contributing to students' social development; coaching, counseling, and disciplining students; counseling parents.

### Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Contributes to Secondary school effectiveness by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives.	10%
Establishes and maintains course outlines and objectives by following curriculum guidelines and state and school system goals; modifying plans on the basis of student diagnostic and assessment procedures.	10%
Teaches Secondary students by using language concepts, examples, demonstrations, and teaching aids, such as audiovisual equipment and computers.	10%
Completes Secondary educational requirements by scheduling and assigning instructional activities; following up on results.	8%
Assesses student learning by preparing, administering, and scoring tests; reviewing and correcting assignments; eliciting student questions and responses; evaluating application of learning to classroom project results.	7%
Maintains Secondary school student learning results by providing instructional feedback; coaching, counseling and disciplining students; planning, monitoring, and appraising learning results.	10%
Maintains student records by documenting learning accomplishments, attendance, and behavior.	7%
Guides Secondary school student personal and social development by establishing rules and procedures for administrative matters, student verbal participation, and student movement within the classroom, between classrooms, and on school grounds.	8%
Helps parents by providing academic information; suggesting available educational and social resources; addressing parent concerns; answering questions and requests.	5%
Complies with federal, state and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising school administration of needed actions.	5%
Maintains safe, secure, and healthy school environment by adhering to standards, policies, and legal regulations; alerting others regarding potential concerns.	5%
Conserves resources by using equipment and supplies as needed to accomplish educational results.	5%

Improves education job knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.	5%
Contributes to student education and Secondary school success by welcoming related, different, and new requests; helping others accomplish job results.	5%

## QUALIFICATIONS

*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.*

### Education

Bachelor's Degree	Valid Colorado Teaching License through CDE	Required	
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### Work Experience

2 years or more		Preferred	
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### Skills

Strong customer service skills, both external and internal	High
Excellent oral and written communication skills	High
Talking to others to convey information effectively.	High
Understanding the implications of new information for both current and future problem-solving and decision-making.	High
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	High
Teaching others how to do something.	High
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	High
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	High
Being aware of others' reactions and understanding why they react as they do.	High
Understanding written sentences and paragraphs in work related documents.	High
Managing one's own time and the time of others.	High
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	High
Actively looking for ways to help people.	Medium
Communicating effectively in writing as appropriate for the needs of the audience.	Medium
Adjusting actions in relation to others' actions.	Medium
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	High
Considering the relative costs and benefits of potential actions to choose the most appropriate one.	High
Persuading others to change their minds or behavior.	High
Bringing others together and trying to reconcile differences.	Medium

### Licenses and Certifications

	CPR - Cardiac Pulmonary Resuscitation	Upon Hire	Preferred	
	FIRSTAID - First Aid	Upon Hire	Preferred	

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	NA	Rarely	Occasionally	Frequently	Constantly	Weight
Carrying			X			
Climbing Stairs			X			
Crouching		X				
Grasping				X		
Grip			X			
Handling				X		

Physical Demands						
<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Kneeling			X			
Reaching (Abduction)				X		
Reaching (Adduction)				X		
Lifting (Above Shoulder)		X				
Pinch				X		
Pulling (Horizontal)		X				
Pulling (Vertical)		X				
Pushing (Horizontal)		X				
Pushing (Vertical)		X				
Lifting (Floor to Waist)		X				
Lifting (Waist to Shoulder)		X				
Reaching (Forward)	X					
Vision (Far)	X					
Reaching (Waist to Shoulder)	X					
Reaching (Above Shoulder)	X					
Reading	X					
Repetitive Motions	X					
Sitting	X					
Standing	X					
Wrist Deviation (Wrist Extension)	X					
Reaching (Floor to Waist)	X					
Vision (Near)	X					
Walking	X					
Wrist Deviation (Pronation)	X					
Wrist Deviation (Radial Deviation)	X					
Wrist Deviation (Supination)	X					
Wrist Deviation (Ulnar Deviation)	X					
Stooping	X					
Wrist Deviation (Wrist Flexion)	X					
Lift up 10 to 20 pounds					X	
Lift up to 50 pounds			X			

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Working Environment					
<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise			X		
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				
Other	X				

**Valid Driver's License Required**

<i>Yes/No</i>	<i>Reason for Drivers License</i>
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Valid Driver's License Required

Yes/No	Reason for Drivers License
No	