

Alpena Public Schools

Employee Job Description

Position Title: **Teacher, Secondary**

Department: Instruction

Reports To: Principal

SUMMARY: To plan, organize and present instruction that will help students learn subject matter and skills that will contribute to their educational and social development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teaches district-approved curriculum.
- Meets and instructs assigned classes in the locations and at the times designated.
- Plans daily lessons that meet the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and--in harmony with the goals--establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Identifies pupil needs and makes appropriate referrals and accommodations; develops strategies for individual education plans.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports. Contacts parents at first sign of behavioral and/or academic problems.
- Is available to students and parents, on a reasonable basis, for education-related purposes outside the instructional day.
- Develops a comprehensive classroom management plan (classroom procedures, grading policies, and attendance expectations) and updates annually.
- Works with other professional staff on curriculum studies and related committees.
- Actively participates in regular staff and professional development activities.
- Refers students to support services as warranted.
- Maintains confidentiality of records and student matters.
- Reviews email and voicemail communications regularly and responds as needed.
- Maintains regular and reliable attendance.
- Follows all District policies and procedures.
- Conducts oneself in a professional and respectful manner at all times.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervises classroom, instructional assistants, students, and volunteers.

QUALIFICATION REQUIREMENTS: 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 and/or EXPERIENCE:

Bachelor of Arts/Science degree in education from an accredited college/university is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan teaching certificate in specific subject area taught is required. Must be able to demonstrate Highly Qualified status.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory to the instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Skills in computer use are essential. **Must be able to demonstrate utilization of technology in instruction, planning, data-based decision making, and monitoring of student achievement.** Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to stand, walk (on level and unlevel ground - both inside and outside settings), sit, climb stairs and talk or hear for extended periods of time. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds, such as boxes of books and AV/VCR carts. The employee must be sufficiently mobile to effectively supervise and assist with students, including ability to escort or restrain students as needed. The employee is required to be computer literate and to have the energy to deal with multiple demands. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school or outside, where noise level may vary.

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.