

Hutchinson Public Schools Job Description

Job Title: Secondary School Teacher
Department: Secondary Instruction (7-12)
Reports To: Building Principal
FLSA Status: Exempt
Prepared By: Human Resources, December 8, 1998
Approved By: Board of Education, December 8, 1998
Reviewed/Updated: May 5, 2011, May 27, 2014, June 27, 2017, June 2, 2021

SUMMARY

Teach one or more subjects to students in secondary schools by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following: Other duties as assigned.

- Instruct students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.
- Prepare course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
- Assign lessons and corrects homework.
- Administer tests to evaluate pupil progress, records results, and issues reports to inform parents of progress.
- Keep attendance records.
- Maintain discipline in classroom.
- Meet with parents to discuss student progress and problems.
- Participate in faculty and professional meetings, educational conferences, and trainings/workshops.
- Perform related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting course of study, and counseling student with adjustment and/or academic problems.

SUPERVISORY RESPONSIBILITIES

May directly supervise one or more employees as educational aides or paraprofessionals. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 and/or EXPERIENCE

College or university diploma.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed as a Secondary Teacher with subject matter appropriate to the courses assigned.

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 talk or hear. The employee frequently is required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk, sit, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Signature: _____ Date: _____

Printed Name: _____