

## TEACHER, HIGH SCHOOL CLASSROOM JOB DESCRIPTION

This job description applies to all general high school classroom teacher positions. Additional responsibilities and qualifications may be added for a specific position by the supervisor.

Responsible to: Building Principal

Distinguishing Characteristics: Conducts all regular classroom activities as designated by the School District.

**Qualifications:**

<u><b>Knowledge of</b></u>	<u><b>Ability to</b></u>
<ul style="list-style-type: none"> <li>● Content, contemporary best-practices research, methods, and strategies for curriculum development and instructional delivery</li> </ul>	<ul style="list-style-type: none"> <li>● Create an educational program for assigned students and apply multiple strategies to maximize educational progress.</li> </ul>
<ul style="list-style-type: none"> <li>● Laws, rules, and policies regarding school issues</li> </ul>	<ul style="list-style-type: none"> <li>● Understand and comply with laws, rules, and policies.</li> </ul>
<ul style="list-style-type: none"> <li>● Appropriate diagnostic and evaluation techniques</li> </ul>	<ul style="list-style-type: none"> <li>● Assess student general educational needs and develop a comprehensive instructional program plan in the assigned areas.</li> </ul>
<ul style="list-style-type: none"> <li>● Oregon Education Act for the 21<sup>st</sup> Century</li> </ul>	<ul style="list-style-type: none"> <li>● Develop and implement instructional plans consistent with district and State standards.</li> </ul>
<ul style="list-style-type: none"> <li>● Classroom and Behavior Management Techniques and Theory</li> </ul>	<ul style="list-style-type: none"> <li>● Supervise, instruct, evaluate, manage, guide, and assure safety of students.</li> </ul> <p style="margin-left: 20px;">Provide a climate that is conducive to learning and respects the rights of all persons without discrimination.</p>
<ul style="list-style-type: none"> <li>● Human Development and Learning Theory</li> </ul>	<ul style="list-style-type: none"> <li>● Implement district adopted instructional materials and augment with supplementary materials as needed.</li> </ul>
<ul style="list-style-type: none"> <li>● Effective communication techniques</li> </ul>	<ul style="list-style-type: none"> <li>● Effectively communicate with a diverse community of students, colleagues, parents, and the local community from varied educational and cultural backgrounds.</li> <li>● Understand and be sensitive to the customs and mores of the local community.</li> </ul>
<ul style="list-style-type: none"> <li>● Inclusive educational strategies and accommodations for at-risk students</li> </ul>	<ul style="list-style-type: none"> <li>● Differentiate instruction according to student needs.</li> </ul>

## Teacher High School Classroom (continued)

Responsibilities: (Including but not limited to)

### Planning and Preparation

- Plans a program of study designed to meet the individual needs, interests, and abilities of students.
- Aligns content of lessons to common curriculum goals, content standards, and benchmark standards.
- Understand and be sensitive to the customs and mores of the local community.
- Develops instructional plans and participates in professional growth activities.
- Plans for engaging students in learning, in using a variety of materials and groups in a reasonable time frame.
- Plans for assessment of student learning reflecting authentic, real world applications of knowledge and understanding.
- Plans for, coordinates, and directs instructional assistants, volunteers, and other para-professionals when appropriate.

### Classroom Environment

- Establishes and maintains an orderly and supportive classroom environment that reflects active student participation and common respect among all participants.
- Maintains a physical environment conducive to learning.
- Develops a classroom learning culture that emphasizes subject matter, respect for individual differences, expects success, and encourages all students to achieve at high levels.
- Develops procedures and routines for classroom operations and efficient use of time.
- Establishes classroom standards of conduct and clear consequences for overstepping the bounds.

### Instruction

- Ensures that instructional activities and materials are clearly related to District and school goals and objectives, and that District-approved materials are used as the core of instruction which includes content standards and career-related learning standards.
- Conducts interesting and well-paced classes, using a variety of instructional techniques, strategies, and media/technology appropriate to the lesson and the needs and capabilities of the students.
- Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
- Gives clear directions and explanations making sure students understand what to do before undertaking assignments.
- Formulates questions requiring students to engage in discussion and analytical thinking.
- Engages students in learning by intellectual involvement.
- Provides feedback promptly and often to students on their learning and progress.
- Demonstrates flexibility and responsiveness in instruction by adjusting lessons when the activity is not working, taking advantage of spontaneous events, or searching for alternative approaches.

## Teacher High school Classroom (continued)

### Professional Responsibilities

- Reflects on assessment of lesson effectiveness and attainment of goals.
- Maintains confidentiality.
- Responds in a cooperative and positive manner to supervision.
- Collaborates in the development of Individual Education Programs (IEP's).
- Establishes and maintains open lines of communication with students and their parents concerning academic and behavioral progress of students.
- Effectively communicate with a diverse community of students, colleagues, parents and the local community from varied educational and cultural backgrounds.
- Communicates and works collaboratively to create partnerships with colleagues.
- Performs duties of roll/guide teacher as assigned.
- Assumes responsibility for assigned duties, e.g., lunch, bus duty, etc.
- Supervises extracurricular activities outside the duty day as assigned, in accordance with the collective bargaining agreement.
- Assists the administration in implementing policies and rules governing student life and conduct.
- Attends and participates in faculty meetings.
- Pursues and maintains a continual professional growth plan.
- Maintains an open mind and is willing to attempt new approaches to old problems, even if it is inconvenient in the short run.
- Participates in activities related to school functions and /or the educative process which occur outside the regular school day, in accordance with the collective bargaining agreement.
- Follows specified standards, policies, and procedures of the building and District.
- Other duties as assigned.

### Assessment

- Assesses and maintains accurate records of student achievement and progress— maintaining such records as required by law and District policy.
- Provides students with expectations and criteria for assessing learning and grading practice.
- Engages students in self-assessment of progress toward meeting standards and expectations.
- Assess students learning reflecting authentic real-world applications of understanding and knowledge.
- Provide feedback on assessments in a timely manner.
- Participates in the administration of required state and local assessments in an effective, efficient and ethical manner.
- Effective use formative and summative assessments to guide instruction.

Holds or is eligible for an Oregon Teaching License in the area of assignment.

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