



Teacher - Secondary

Purpose Statement

The job of Teacher - Secondary is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job is distinguished from similar jobs by the following characteristics: Requires appropriate secondary level license and content area endorsement(s).

This job reports to Building Principal

Essential Functions

- Administers subject specific assessments, and instructional activities for the purpose of developing formative assessments of student competency levels, planning for enrichment and interventions, and assisting in the development of individual student learning plans.
- Advises parents and/or legal guardians of student progress (e.g. progress reports, report cards, parent teacher conferences, digital and written communications, etc.) for the purpose of resolving concerns; communicating expectations, grades, student achievement, behavior; reinforce classroom goals in the home environment.
- Assesses and records student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration regularly.
- Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Coordinates a variety of activities (e.g. field trips, transportation, lesson plans, etc.) for the purpose of ensuring the availability of equipment, materials and personnel to achieve objectives.
- Differentiates instruction through a variety of instructional strategies and activities; providing appropriate interventions for the purpose of helping all students meet assigned course expectations.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Implements approved academic and behavior plans for students as directed by the school administration and in collaboration with parents/guardians (e.g. 504 plans, IEP plans, special health-care plans, etc.) for the purpose of promoting student achievement and ensuring compliance with regulatory requirements.
- Manages student behavior with appropriate strategies (e.g. PBIS, etc.) for the purpose of providing a safe and optimal learning environment.
- Models professionalism in all areas of employment and in student interactions according to PCSD Employee Code of Conduct Policy for the purpose of providing effective instruction, protecting students, and demonstrating appropriate social and interpersonal behaviors at all times.

- Monitors students in a variety of educational environments (e.g. classroom, hallways, common areas, school grounds, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in all emergency preparedness drills and training as directed by the school administration (e.g. Fire, Evacuation, Lockdown, etc.) for the purpose of ensuring the safety and preparation of all students and staff members for emergency situations.
- Participates in a variety of meetings (e.g. PLC and Department Meetings, Committee Assignments, IEP/504 Meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. grades, attendance, parent communications, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Provides high quality instruction using proven instructional strategies, technology, and other resources for the purpose of promoting growth and student achievement in assigned academic content areas.
- Reports incidents related to student safety to appropriate school administration or counseling staff (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of responding to critical needs, maintaining personal safety of students, providing a positive learning environment, and adhering to District Policy and State Law.
- Responds to inquires from a variety of sources in a timely manner (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports other classroom teachers with planning and instructional activities (e.g. PLC, Collaboration, Mentoring, etc.) for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading,

guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

State of Utah Teaching License
Appropriate Content Area Endorsement(s)

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Lane 1 Bachelor's
Degree