

Birmingham Community Charter High School Teacher Secondary

Title: Teacher Secondary
FLSA Status: Exempt
Reports to: Site Administrator/Principal

DEFINITION:

Under the direction of the School Site Administrator the classroom teacher is responsible for the education of assigned students and will create a flexible program and class environment favorable for learning and personal growth.

ESSENTIAL FUNCTIONS:

- Maintain and enrich their expertise in the subject area they will teach
- Develop lesson plans that ensure the attainment of state learning standards and the additional specific grade-by-grade learning standards set forth in the charter
- Collaborate lesson plans with other teachers to maximize possibilities for teaching similar topics in the same general time frame, thus reinforcing student knowledge on an interdisciplinary basis
- Provide direct and indirect instruction
- Long and short-term planning addressing individual needs of students
- Prepare students adequately for all required assessments
- Evaluate student's progress
- Prepare at least quarterly individual student achievement reports for parents
- Provide an inviting, exciting, innovative learning environment
- Engage in effective and appropriate classroom management
- Accept and incorporate feedback and coaching from administrative staff
- Serve as an advisor to students, including organizing advisory groups, overseeing the academic and behavioral progress
- Incorporate technology into the classroom to enhance and support student instruction
- Perform other duties as assigned and deemed appropriate by the Site Administrator/Principal

QUALIFICATIONS:

- Demonstrated expertise in the subject they will teach, as evidenced by personal skills and knowledge, graduate, undergraduate major or minor
- Degree in the subject they will teach or direct subject-area teaching experience
- Demonstrated communication skills
- Demonstrated ability and experience to engage the interest of school-age children
- Demonstrated ability to work with diverse groups of children, including those with special needs
- Teaching experience in a public or private school, preferably in an urban setting
- Demonstrated ability to work well with parents
- Demonstrated ability to work effectively as a team member
- Demonstrated ability to evaluate tests and measurements of achievement
- Demonstrated willingness to be held accountable for student results

EDUCATION, EXPERIENCE AND TRAINING:

Required:

An earned Bachelor's degree from an accredited institution of higher learning.

Licenses:

Possess a valid California Teaching Credential

Physical Demands:

- Spends the majority of the day standing and sitting in the classroom
- While standing the teacher will frequently hold light objects they are working and demonstrating, etc. These can be held from waist level to slightly above the teacher's head
- Teacher must be able to walk through the classroom and be able to maneuver in tight spaces between desks. Dealing with students can entail kneeling or squatting, stooping and bending from 50-70 degrees at the waist on an occasional to frequent basis on a given day
- The chalkboard or white board is occasionally to frequently used which can require grasping the chalk or marker or eraser, reaching at, below or above shoulder height with the dominant upper extremity and may require trunk or neck rotation to look back at class
- Teachers may be required to assist in physical education on a rotating basis and this would occasionally involve lifting, using both upper extremities while assisting the child
- The teacher may be required to supervise student lunch, which involves walking on even and uneven surfaces including pea gravel and negotiating a 6" curb
- The teacher may use computers, overhead projectors, TV, VCR, etc. which would require a 10 pound force to push or pull the TV/VCR stand (the overhead projector requires 5 pounds of force to move)
- The teacher often moves students' desks and chairs to change the layout of the classroom to influence teaching situations
- It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to the classroom up to 200 feet away
- The teacher must sit on an occasional basis when developing lesson plans, grading, etc.
- Sitting at a desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion
- It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day

Work Environment:

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust; noise level is moderate to loud.

Right to Revise:

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date

Revised March 2016