



# TEACHER

## TEACHER (SECONDARY CORE)

### JOB DESCRIPTION

**JOB TITLE:** Teacher - Secondary Core  
**REPORTS TO:** Campus Principal  
**LOCATION:** Assigned Building

**FLSA STATUS:** Exempt  
**PAY GRADE:** TCH  
**DAYS:** 188  
**JOB ID & DATE:** TCH-10 | October, 2023

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### JOB PURPOSE SUMMARY

Responsible for delivering high-quality instruction in one of multiple subjects, including Mathematics, Science, English Language Arts and Reading (ELAR), and Social Sciences. This role involves developing and implementing curriculum, assessing student progress, and fostering a positive and inclusive learning environment.

### REQUIREMENTS

#### Education Level Details

Bachelor's degree in Education or a relevant field.  
Master's degree is preferred

#### License / Certification Required

Colorado teaching license with endorsements in all relevant subjects.

#### Work Experience Required

1 year experience or one semester of student teaching.

#### Other Skills and Abilities Required

Demonstrated knowledge of secondary-level Math, Science, ELAR, or Social Sciences curriculum and instructional strategies.  
Strong communication and interpersonal skills.  
Ability to create engaging and inclusive learning environments.  
Experience working with diverse student populations and addressing their unique needs.  
Knowledgeable of state curriculum standards  
Bilingual Endorsement preferred  
Regular attendance is essential

### EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### INSTRUCTIONAL STRATEGIES

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual students. Design instructional activities which

enhance the objectives and which reflect an interdisciplinary/thematic approach to teaching.

- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the district, board policies, and administrative regulations.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Uses technology to strengthen the teaching/learning process
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

## **CONTENT SPECIFIC**

### MATH

- Develop, adapt, and implement a standards-aligned curriculum for mathematics at the secondary level, ensuring it meets state and district standards.
- Deliver effective and engaging math instruction, using various teaching methods, resources, and technology to promote conceptual understanding.
- Regularly assess student performance and progress in mathematics, providing timely feedback to students and parents.
- Tailor instruction to meet the diverse needs and learning styles of students, including those with Individualized Education Programs (IEPs) and English Language Learners (ELLs).
- Analyze student performance data to inform instructional decisions and implement strategies for improving math proficiency.
- Promote cultural sensitivity, diversity, and inclusion within the math classroom, acknowledging and celebrating students' unique backgrounds and experiences.

### SCIENCE

- Develop, adapt, and implement a standards-aligned science curriculum for secondary students, ensuring alignment with state and district standards.
- Deliver engaging and effective science instruction, using diverse teaching methods, resources, and technology to promote scientific understanding.
- Regularly assess student performance and progress in science, providing timely feedback to students and parents.

- Tailor instruction to meet the diverse needs and learning styles of students, including those with Individualized Education Programs (IEPs) and English Language Learners (ELLs).
- Supervise and conduct laboratory experiments, ensuring safety and adherence to lab protocols.

### ELAR

- Develop, adapt, and implement a standards-aligned ELAR curriculum for secondary students, ensuring it aligns with state and district standards.
- Deliver engaging and effective ELAR instruction, using diverse teaching methods, resources, and technology to foster literacy, critical thinking, and communication skills.
- Regularly assess student performance and progress in ELAR, providing timely feedback to students and parents.
- Tailor instruction to meet the diverse needs and learning styles of students, including those with Individualized Education Programs (IEPs) and English Language Learners (ELLs).
- Teach students to analyze and interpret literature, including novels, poems, and other forms of written expression.
- Develop students' writing skills, including composition, grammar, and creative writing.

### SOCIAL STUDIES

- Develop, adapt, and implement a standards-aligned social studies curriculum for secondary students, ensuring alignment with state and district standards.
- Deliver engaging and effective social studies instruction, using diverse teaching methods, resources, and technology to promote historical and cultural understanding, critical thinking, and civic engagement.
- Regularly assess student performance and progress in social studies, providing timely feedback to students and parents.
- Tailor instruction to meet the diverse needs and learning styles of students, including those with Individualized Education Programs (IEPs) and English Language Learners (ELLs).
- Teach students to analyze historical events, perspectives, and consequences.
- Foster cultural awareness and understanding within the context of social studies, recognizing and celebrating diverse backgrounds and experiences.
- Educate students on the principles of democracy, citizenship, and civic

### **STUDENT GROWTH AND DEVELOPMENT**

- Showcase the academic performance of students.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students; support the mission of the school district.

#### **CLASSROOM MANAGEMENT AND ORGANIZATION**

- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct / student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

#### **COMMUNICATIONS**

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

#### **PROFESSIONAL GROWTH AND DEVELOPMENT**

- Participate in staff development activities to improve job-related skills.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

#### **POLICY, REPORTS AND LAW**

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the building principal and the Superintendent of Schools.

#### **BUDGET RESPONSIBILITIES**

- Compile and maintain records of instructional materials and supplies.

#### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_  
Date: \_\_\_\_\_