



# TEACHER

## TEACHER (SECONDARY ELECTIVE)

### JOB DESCRIPTION

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

**FLSA STATUS:** Exempt  
**PAY GRADE:** TCH  
**DAYS:** 188  
**JOB ID & DATE:** TCH-11 | October, 2023

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### JOB PURPOSE SUMMARY

Responsible for delivering high-quality instruction in one of multiple subjects, including Music, Arts, Theatre, Physical Education, Health, AVID, Spanish or LOTE, Character Development, or Credit Recovery. 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 DUTIES AND RESPONSIBILITIES**

### **MUSIC, BAND, ORCHESTRA EDUCATION**

- Plan and deliver comprehensive music lessons and rehearsals, tailored to the specific needs and skill levels of students.
- Teach students to read and interpret musical notation and provide guidance on techniques for their respective instruments or voice.
- Select appropriate musical repertoire that challenges and engages students, taking into consideration the ensemble's level of proficiency and musical variety.
- Conduct ensemble rehearsals and performances to ensure precision, timing, and musical expression.
- Teach students to understand and interpret musical dynamics, articulation, and phrasing.
- Provide one-on-one instruction and support to students who need additional guidance or practice.
- Help students with instrument or vocal technique, interpretation, and musicality.
- Organize and coordinate concerts, recitals, and other performances, both within the school and in the community.
- Manage logistics, scheduling, and program development for these events.
- Oversee instrument and equipment care and maintenance, ensuring that students maintain their instruments and music stands in good condition.
- Teach music theory, history, and appreciation, providing students with a broader understanding of the musical context of their repertoire.

- Evaluate students' progress through assessments, such as auditions, exams, and performance evaluations.
- Provide feedback to help students improve their musical skills.
- Promote the music program and recruit new students to join the ensemble.
- Develop strategies to retain students by keeping them engaged and excited about music.
- Maintain open and regular communication with parents and the community, providing updates on program activities, events, and student progress.
- Handle administrative tasks related to the music program, including budget management, equipment purchases, and record-keeping.
- Advocate for the importance of music education and the value of the arts within the school and the broader community.

#### ART EDUCATION

- Plan and deliver art lessons that align with the curriculum and educational standards.
- Teach a variety of art forms and techniques, such as drawing, painting, sculpture, ceramics, digital media, and more.
- Provide practical demonstrations of art techniques to help students understand and apply various artistic methods.
- Teach students about art history, art movements, and various art theories to provide context for their creative work.
- Guide students in constructive self-critique and peer critique sessions to help them refine their artwork.
- Provide feedback and encouragement to help students develop their artistic skills.
- Create and update art curricula, including lesson plans, assignments, and projects.
- Adapt the curriculum to accommodate students with diverse interests and skill levels.
- Manage and organize art supplies, materials, and equipment.
- Ensure the safe and proper use of art supplies and tools by students.
- Organize and coordinate art exhibitions and displays of students' work to showcase their talent and creativity.
- Involve students in the curation and installation of exhibitions.

- Incorporate technology and digital art tools into the curriculum, helping students become proficient in both traditional and digital art forms.
- Evaluate students' art projects, considering creativity, technique, and overall quality.
- Use rubrics and assessment criteria to provide clear and constructive feedback.
- Advocate for the importance of art education within the school and the community.
- Encourage students to participate in art-related extracurricular activities and competitions.
- Engage with parents and the local community to showcase students' artwork and involve them in art-related activities and events.

### THEATRE EDUCATION

- Plan and deliver drama lessons that align with the curriculum and educational standards.
- Teach acting techniques, script analysis, improvisation, and other drama-related skills.
- Direct and oversee student productions, including plays, musicals, and theatrical performances.
- Organize auditions, casting, and production schedules.
- Teach students about stagecraft, technical theater skills, and the use of stage equipment and lighting.
- Provide hands-on experience in set design, lighting, and sound production.
- Educate students about theater history, dramatic literature, and different theatrical styles.
- Discuss important playwrights, movements, and the evolution of theater.
- Instruct students on how to analyze scripts, understand subtext, and interpret characters and themes.
- Oversee the drama club and its activities, including fundraising, publicity, and event coordination.
- Supervise students involved in technical production roles, such as stage managers, set builders, and costume designers.
- Coordinate and supervise theatrical performances and productions within the school and the community.
- Evaluate student performances and provide constructive feedback.
- Use rubrics and assessment criteria to measure progress and proficiency.
- Teach students about costume design and makeup application for the stage.

- Advocate for the importance of theatre arts within the school and the community.
- Encourage students to participate in drama-related extracurricular activities and competitions.
- Engage with parents and the local community to showcase students' theatrical productions and involve them in drama-related activities and events.

#### SPANISH TEACHER

- Plan and deliver effective Spanish language lessons that align with the curriculum and educational standards.
- Teach grammar, vocabulary, pronunciation, reading, writing, listening, and speaking skills.
- Introduce students to Spanish-speaking cultures, traditions, history, and contemporary issues.
- Encourage cultural understanding and appreciation.
- Develop students' proficiency in spoken and written Spanish, promoting effective communication.
- Create engaging lesson plans and activities that cater to diverse learning styles and proficiency levels.
- Adapt curriculum materials and resources to suit the needs of the students.
- Design and administer assessments to gauge students' language proficiency and progress.
- Provide constructive feedback to help students improve their language skills.
- Utilize technology, language learning software, and multimedia resources to enhance language instruction.
- Create opportunities for students to engage in cultural and language immersion experiences, such as conversations with native speakers or immersion programs.
- Develop and update the Spanish curriculum, including lesson plans, assignments, and projects.
- Organize or participate in Spanish clubs, cultural events, or language-related extracurricular activities to enhance students' language experience.

#### AVID

- Implement the AVID curriculum, which includes strategies for academic success, note-taking, organization, and critical thinking.
- Facilitate student discussions and activities that align with the AVID curriculum.
- Provide academic support to AVID students, helping them with homework, study skills, and problem-solving.

- Offer guidance on time management and organizational techniques.
- Conduct AVID tutorial sessions, during which students work collaboratively to solve academic problems and clarify concepts from their classes.
- Teach students how to ask probing questions and engage in peer-led discussions.
- Prepare students for standardized tests such as the SAT, ACT, or AP exams.
- Teach test-taking strategies and provide practice materials.
- Develop individualized educational plans for AVID students, setting academic goals and monitoring progress.
- Collaborate with other educators and counselors to ensure alignment with students' overall academic plan.
- Communicate regularly with parents and guardians to keep them informed about their child's progress and the AVID program.
- Use data to track student achievement and assess the effectiveness of the AVID program.
- Serve as a mentor for AVID students, offering guidance on academic and personal challenges.
- Encourage self-advocacy and goal setting.

#### CREDIT RECOVERY

- Evaluate students' academic standing to determine the courses they need for credit recovery.
- Assess students' learning styles, strengths, and weaknesses to tailor instruction effectively.
- Develop customized learning plans for each student, outlining the courses they need to retake and the pace at which they will work through them.
- Provide direct instruction to students in the subjects they need to recover credit in, often through one-on-one or small group sessions.
- Offer additional support, clarification, and practice to help students master the content.
- Utilize online platforms and software for credit recovery programs, which often include interactive modules and assessments.
- Assist students in navigating and using these digital tools effectively.
- Regularly assess students' progress in credit recovery courses to ensure they are on track to complete them successfully.
- Provide feedback and guidance to help students stay motivated.

- Modify teaching methods and materials to accommodate individual learning needs, ensuring that students can grasp the content.
- Help students develop effective time management and study skills to stay organized and meet deadlines.
- Keep accurate records of the credits earned and remaining for each student, updating transcripts accordingly.
- Administer assessments or exams to evaluate students' mastery of course material and ensure their eligibility for credit recovery.
- Help students set academic and personal goals, creating a sense of achievement and motivation to succeed.

### PHYSICAL EDUCATION

- Create a comprehensive physical education curriculum that aligns with state standards and educational objectives.
- Develop lesson plans and activities that cater to the diverse fitness levels and interests of students.
- Teach various physical activities, sports, and fitness exercises, focusing on skill development, coordination, and cardiovascular health.
- Promote teamwork, sportsmanship, and physical literacy.
- Ensure a safe environment for physical activities by supervising and enforcing safety guidelines.
- Teach students proper techniques to prevent injuries during exercise and sports.
- Assess students' physical fitness levels through activities like fitness testing, and use the data to help students set fitness goals.
- Provide feedback and support to help students improve their fitness.
- Modify and adapt activities to accommodate students with disabilities or special needs.
- Foster an inclusive and welcoming environment for all students.
- Integrate health education topics into physical education classes, such as nutrition, exercise science, and stress management.
- Encourage students to adopt an active and healthy lifestyle both in and outside of school.
- Organize physical activity challenges, events, and wellness initiatives.
- Maintain and organize sports equipment, gymnasiums, and other facilities used for physical education.

- Ensure that all necessary equipment is available and in good condition.

#### HEALTH EDUCATION

- Develop a comprehensive health education curriculum aligned with state standards, covering topics such as nutrition, mental health, sexual health, and substance abuse prevention.
- Teach students about the importance of making healthy choices, both physically and mentally.
- Provide information on how to maintain a balanced diet, manage stress, and make informed decisions about their health.
- Deliver age-appropriate and medically accurate sexual health education
- Educate students about the risks of substance abuse and addiction.
- Implement prevention programs and provide resources for those seeking help.
- Foster discussions about mental health, stress management, and strategies for maintaining emotional well-being.
- Offer resources and guidance for students facing mental health challenges.
- Teach students about the importance of a balanced diet, proper portion sizes, and the impact of nutrition on overall health.
- Promote healthy eating habits.
- Connect students and families with local health resources, clinics, and support services.
- Advocate for students' access to healthcare and wellness programs.
- Organize wellness initiatives, awareness campaigns, and workshops to address specific health concerns relevant to teenagers.

#### CHARACTER DEVELOPMENT EDUCATION

- Develop a character development curriculum that addresses topics such as ethics, values, leadership, responsibility, and personal growth.
- Create lesson plans and activities that facilitate character-building and personal development.
- Teach students about ethical decision-making, integrity, empathy, and the importance of values in their personal and academic lives.
- Encourage students to reflect on their own values and beliefs.
- Provide guidance and strategies for resolving conflicts in a constructive and non-violent manner.
- Teach effective communication skills.



- Promote leadership qualities and empower students to become leaders in their school and community.
- Organize leadership training and workshops.
- Serve as a mentor and role model for students, offering guidance on personal growth, goal setting, and decision-making.
- Provide emotional support and advice to students facing challenges.
- Encourage students to engage in community service and volunteer work to foster a sense of social responsibility and empathy.
- Organize and oversee community service projects.
- Implement positive behavior reinforcement programs that recognize and reward students for demonstrating good character and leadership.
- Organize character education events, workshops, and activities that promote positive character development among students.
- Assist students in mediating conflicts between peers and encourage peaceful and respectful resolution.
- Guide students in exploring a wide range of career options, industries, and professions.
- Facilitate career assessments and aptitude tests to help students identify their interests and strengths.
- Assist students in developing academic and career plans that align with their goals.
- Provide information on college admissions, scholarships, and financial aid.

#### **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: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_