



# 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 | **CALENDAR B**  
**JOB ID & DATE:** TCH-11 | May, 2025

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### JOB PURPOSE SUMMARY

The Secondary Elective Teacher is responsible for delivering high-quality instruction in one or more non-core content areas, including but not limited to Music, Art, Theatre, Physical Education, Health, AVID, Spanish or Languages Other Than English (LOTE), Character Development, or Credit Recovery. The teacher develops and implements standards-aligned curriculum, assesses student progress, and creates a positive, inclusive, and engaging classroom environment that promotes academic, social, and emotional growth.

### 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 curriculum and instructional strategies in assigned content area  
Strong communication and interpersonal skills  
Ability to create engaging and inclusive learning environments  
Experience working with diverse student populations and addressing varied learning needs  
Knowledge of Colorado Academic 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 aligned with the district’s curriculum, demonstrating thoughtful preparation and responsiveness to student needs
- Design instruction to reflect interdisciplinary connections and differentiate for diverse learners
- Use a variety of instructional strategies, materials, and technologies to support student engagement and academic growth
- Implement RTI-aligned practices, including tiered interventions and data-informed grouping to support student needs
- Collaborate with special education staff to modify curriculum and instruction for students with IEPs
- Coordinate instructional goals and methodologies with colleagues across departments
- Integrate technology to enhance instructional delivery and student access
- Supervise instructional aides or volunteers as needed to support classroom instruction

#### Student Growth and Development

- Conduct ongoing assessments using both formal and informal methods to monitor student achievement
- Use assessment data to inform instruction and support individual learning needs
- Serve as a positive role model and promote high standards for student behavior and learning

#### Classroom Management and Organization

- Establish a safe, inclusive, and well-organized learning environment
- Manage student behavior according to the Student Code of Conduct
- Protect student welfare and safeguard materials, equipment, and facilities

#### Communications

- Maintain open and professional communication with students, families, and colleagues
- Establish strong relationships to foster collaboration and student success

#### Professional Growth and Development

- Engage in ongoing professional learning opportunities to improve instructional practice
- Comply with all district, school, and CDE regulations and expectations
- Participate in staff meetings, committees, and curriculum development efforts
- Assist in the selection and maintenance of instructional resources
- Maintain accurate documentation, reports, and student records

#### Policy, Reports and Law

- Comply with all applicable federal laws, including the Individuals with Disabilities Education Act (IDEA), and Title I and Title III program requirements (as applicable), along with other national regulations governing K–12 public education.
- Comply with all State of Colorado education laws and regulations, including the Colorado READ Act (if applicable), the Exceptional Children’s Educational Act (ECEA) (if applicable), and all standards and guidelines established by the Colorado Department of Education (CDE).
- Follow all relevant Board of Education policies and Adams 14 Operational Policies related to curriculum, instruction, assessment, safety, student services, and professional conduct.
- Adhere to district-level procedures and school-based expectations regarding instruction, family communication, data reporting, and school improvement planning.
- Perform other duties as assigned by the building principal or the Superintendent of Schools.

#### Budget Responsibilities

- Compile and maintain records of instructional materials and supplies
- Manage assigned budgets and classroom resources responsibly

### **CONTENT SPECIFIC DUTIES AND RESPONSIBILITIES**

#### Music, Band, and Orchestra

- Teach students to read music, perform individually and in ensembles, and understand music theory and appreciation.
- Plan and lead performances and rehearsals; manage instruments and event logistics.

#### Art

- Teach foundational and advanced techniques across multiple mediums; integrate art history and criticism.
- Organize student art shows and maintain a safe, creative workspace.

#### Theatre

- Teach acting, script analysis, and technical theatre; direct student productions and manage performance logistics.
- Promote involvement in theatrical activities both in-school and community-based.

#### Spanish / LOTE

- Teach reading, writing, speaking, and listening skills in Spanish.
- Integrate cultural content and facilitate immersion experiences where possible.

#### AVID

- Implement AVID strategies for academic organization, goal-setting, and college readiness.
- Facilitate tutorials, mentor students, and support standardized test prep.

#### Credit Recovery

- Guide students through individualized learning plans using online platforms and in-person support.
- Monitor progress and support successful course completion.

#### Physical Education and Health

- Deliver fitness and wellness instruction; promote healthy lifestyle choices and safe physical activity.
- Evaluate fitness, organize events, and integrate health topics like nutrition and stress management.

#### Character Development

- Facilitate learning on ethics, leadership, and emotional intelligence.
- Mentor students, lead service projects, and support positive behavior systems.

#### Project Lead the Way (PLTW)

- Deliver hands-on, project-based learning experiences in STEM subjects using the PLTW curriculum.
- Facilitate student engagement in problem-solving, critical thinking, and collaboration through real-world engineering, biomedical, or computer science modules.
- Integrate technology and digital tools in line with PLTW design principles.
- Assess student learning using PLTW rubrics and support participation in showcases or design challenges.

### **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.

**TRANSPARENCY IN PAY AND BENEFITS**

Adams 14 is committed to transparency in compensation and benefits and complies with Colorado's Equal Pay for Equal Work Act. We offer a competitive and comprehensive benefits package designed to support the health, financial security, and well-being of our employees.

Compensation for this position is **\$64,501** to **\$121,414** per year (2025-2026), based on verified experience and qualifications, and aligned with the Adams 14 salary schedule. This position is scheduled for **188** work days annually. Additional compensation opportunities may be available through stipends or supplemental assignments, depending on job responsibilities.

Benefits include: Paid Time Off (PTO), Medical, dental, and vision insurance plans, District contributions to Health Savings Accounts (HSA), Flexible Spending Accounts (FSA), Employee Assistance Program (EAP) with free and confidential support services and wellness and preventive care programs. Voluntary coverage options for life insurance, accidental death and dismemberment (AD&D), critical illness, cancer care, legal assistance, and accident insurance are available for all full-time staff.

Retirement and voluntary benefits include: Membership in the Colorado Public Employees' Retirement Association (PERA) and optional retirement savings plans including 403(b) and 457(b).

For more detailed information, please review the Adams 14 Employee Benefits Guide, available on the District website

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_