



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 | **CALENDAR B**
JOB ID & DATE: TCH-10 | May, 2025

JOB PURPOSE SUMMARY

The Secondary Core Teacher is responsible for delivering high-quality instruction in one or more core content areas, including but not limited to Mathematics, Science, English Language Arts and Reading (ELAR), and Social Studies. This role requires planning and delivering engaging, culturally responsive lessons aligned to district and state standards, monitoring student progress, and maintaining a classroom environment that supports the academic, emotional, and social development of all learners. The teacher is expected to collaborate with colleagues, communicate effectively with families, and participate actively in professional learning and school improvement efforts.

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 content knowledge in assigned subject(s).
Understanding of effective secondary instructional strategies.
Strong interpersonal, communication, and classroom management skills.
Ability to differentiate instruction and create inclusive learning environments for diverse student populations, including English Language Learners and students with disabilities.
Knowledgeable of Colorado Academic Standards and curriculum frameworks.
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 to the district curriculum.

- Design instruction to reflect student needs, learning styles, and interdisciplinary connections.
- Use varied teaching strategies, materials, and technology to support instruction.
- Deliver content in compliance with district, board, and state policies.
- Integrate technology effectively to enhance student engagement.
- Assess student learning preferences and plan accordingly.
- Collaborate with special education staff to modify curriculum for students with IEPs.
- Coordinate instructional goals and strategies with colleagues.
- Implement tiered instruction strategies to support students at all levels of readiness, particularly those identified for intervention through the RtI process.
- Use assessment data to create flexible small groups and deliver targeted instruction based on identified student needs.

Student Growth and Development

- Monitor academic progress using formal and informal assessments.
- Use data to inform instruction and interventions.
- Serve as a positive role model aligned with district values.

Classroom Management and Organization

- Create a safe, inclusive, and organized learning environment.
- Maintain consistent behavioral expectations aligned with the Student Code of Conduct.
- Protect students and maintain care of equipment and materials.

Communications

- Communicate professionally with students, families, staff, and the community.
- Foster strong relationships to support a positive school culture.

Professional Growth and Development

- Engage in professional learning and development.
- Comply with CDE, district, and school policies.

- Attend meetings and serve on staff committees.
- Assist in selecting instructional resources.
- Complete all required documentation and reports accurately and on time.

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

- Maintain accurate records of instructional materials and supplies.
- Manage classroom resources responsibly.

CONTENT SPECIFIC DUTIES AND RESPONSIBILITIES

Mathematics

- Design and deliver standards-aligned math instruction at the secondary level.
- Use multiple methods and resources to support conceptual understanding.
- Regularly assess and report on student progress.
- Differentiate instruction for diverse learners, including ELLs and students with IEPs.
- Analyze data to improve instruction and student outcomes.
- Foster cultural inclusivity in the math classroom.

Science

- Implement an inquiry-based science curriculum aligned with district and state standards.
- Conduct engaging science instruction supported by lab activities and technology.
- Monitor and assess student learning and provide timely feedback.
- Differentiate instruction and ensure lab safety protocols are followed.

English Language Arts and Reading (ELAR)

- Teach standards-based reading, writing, speaking, and listening skills.
- Promote literacy and analytical thinking using a variety of texts and genres.
- Assess and develop student writing and communication skills.
- Support ELLs and diverse learners through differentiated instruction.

Social Studies

- Teach history, geography, civics, and economics aligned to curriculum standards.
- Encourage analysis of historical events, perspectives, and current issues.
- Promote civic responsibility and cultural understanding.
- Use instructional tools such as primary sources, technology, and discussion-based strategies.
- Support diverse learning needs and foster an inclusive classroom environment.

Night School Teacher

- Review student transcripts and graduation plans to develop course plans that maximize student progress towards graduation
- Mentor and monitor the progress of students working on Edmentum courses
- Monitor student attendance and coordinate attendance improvement plans
- Oversee and coordinate the work of the Night School staff
- Supervise students with limited oversight in the Night School

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: _____