JOB DESCRIPTION
JOB TITLE: Teacher - High School

Job Summary: The job of "Teacher - High School" is done for the purpose/s of developing students' academic skills through academic courses of study and implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment, and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

Essential Job Functions:

- Help each pupil develop competence in subject matter skills; motivate each pupil to apply understanding and skills in the solution of problems; develop good relationships with parents and with other staff members
- Teach courses to secondary pupil utilizing course of study adopted by the Board of Education, and appropriate curriculum publications as guidelines in teaching individual course content
- Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district
- Develop lesson plans and appropriate instructional aids
- Demonstrate concepts using models, chalkboard, overhead projector, and other standard or teacher-prepared instructional aids
- Provide opportunities when needed for individualized and small group instruction to adapt the curriculum to the needs of each pupil
- Design learning activities that relate subject area to the physical world
- Establish and maintain standards of pupil behavior needed to provide an orderly, productive classroom environment
- Evaluate each pupil's progress in knowledge and skills, and prepare progress reports. May prepare letters of recommendation for scholarships, college applications, etc.
- Perform basic attendance accounting and business services as required
- May plan and coordinate the work of aides, teacher assistants, or other paraprofessionals
- Communicate with parents to interpret contemporary methods in teaching and with parents and school counselors to discuss the individual pupil's progress
- Identify pupil needs, and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
- Supervise pupils in out-of-classroom activities during the assigned working day
- Maintain professional competence through participation in inservice education activities provided by the District, and/or in self-selected professional growth activities
- Duties and responsibilities may be added, deleted or changed at any time at the discretion of management
- Prompt and regular attendance

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Participates in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements

- Select and requisition books, instructional aids, and instructional supplies and maintain required inventory records
- Participate in curriculum and other developmental programs within the school and/or on a District level. May teach under modular or flexible scheduling plans.
- Share in the sponsorship of student activities, and participates in faculty committees

Essential Job Requirements – Qualifications:

Experience Required:

- Prior job related experience

Skills, Knowledge and/or Abilities Required:

- *Skills* to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance
- *Knowledge* of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects
- *Abilities* to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Education Required:

- Bachelor's Degree

Licenses, Bonding and/or Testing Required:

- Teaching Credential for appropriate level of instruction and/or subjects
- Highly Qualified Status for assignment
- Criminal Justice fingerprint clearance
- Cardiopulmonary Resuscitation and First Aid Certificates

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.