

**Job Title:** Teacher - Secondary (grades 9-12)

**FLSA Exemption Status:** Exempt

**Term:** 200 days

**Minimum Qualifications:**

1. Have a Valid Tennessee teaching license with appropriate endorsement(s);
2. Have strong written, verbal, presentation and interpersonal skills; and
3. Meet health and physical requirements.

**Job Objectives/Goals:**

All students, as well as all subgroups of students, are expected to be introduced to, must be challenged to develop and then enhance, and must master appropriate grade level academic skills (as specifically outlined in the most current state curriculum standards).

**Responsibilities and Essential Functions:**

1. Prepare lesson plans for the principal's careful and thorough review which are correlated to the most current state curriculum standards and effectively use the lesson plans;
2. Use appropriate grade level, data-driven, research-based, teaching strategies to teach the appropriate curriculum standards to all student, and subgroups of students;
3. Analyze the most recent, appropriate, formal state assessment results (including Value-Added and TVAAS Teacher Effect, when applicable) as well as the latest system-and school-level Report Card, studying identified strengths and weaknesses, then make appropriate adjustments in the classroom;
4. Serve as a positive and active participant in Professional Learning Community (at the school level and system level, when applicable);
5. Assess frequently students' comprehension and application of expected curriculum standards;
6. Take responsibility for all students' mastery of applicable curriculum standards and significant academic growth;
7. Instruct students in subject matter, using various teaching methods, such as lecture and demonstration, and uses audiovisual aids and other materials to supplement presentations;
8. Prepare teaching outline for course of study, and assigns lessons and corrects homework papers;
9. Administer tests to evaluate students' progress, records results, and issues reports to inform parents of student's progress;
10. Keep accurate attendance records;
11. Maintain discipline in the classroom and in the school yard;
12. Participate in faculty and professional meetings, educational conferences, and teacher training workshops;
13. Encourage students to maintains standards of classroom behavior;
14. Prepare for classes and shows evidence of preparation upon request of immediate supervisor;
15. Is available to students and parents for education-related purposes outside the instructional day when requested to do so;
16. Assist in upholding and enforcing school rules, board policies, and administrative regulations;
17. Develop and maintains a classroom environment conducive to learning;
18. Meet and instruct assigned classes in the locations and at the times designated;
19. Represent the school and the community in a positive manner; and
20. Perform other work-related duties as assigned.

### **Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Manual Dexterity:** The ability to move the hands easily and manipulate small objects with the fingers.
5. **Form Perception:** To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

### **Physical Demands:**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Building Principal

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

