

## **CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION**

<b>Position:</b>	Secondary Teacher
<b>Supervisor:</b>	Principal/Assistant Principal
<b>General Job Description:</b>	Provide guidance and instructional experiences that are academically and developmentally appropriate for each student assigned to that classroom.

### **Essential Duties and Responsibilities:**

- Accurately demonstrate knowledge of the content area and approved curriculum.
- Appropriately utilize a variety of teaching methods and resources for each area taught.
- Communicate with and obtain feedback from students in a manner that enhances student learning and understanding.
- Comprehend the principles of student growth, development, and learning, and apply them appropriately.
- Utilize student assessment techniques and procedures.
- Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
- Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
- Demonstrate a willingness to examine and implement change, as appropriate.
- Work productively with colleagues, parents, and community members.
- Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
- Utilize appropriate discipline strategies up to and including safely restraining students.
- Follow board policies and administrative rules and regulations.

### **Additional Duties and Responsibilities:**

- Communicate accurate and up-to-date information to students in a way that enhances student learning, and includes demonstrating effective writing skills and use of standard English.
- Manage time appropriately.
- Cooperate with administration, parents, and co-workers.
- Create a positive atmosphere and arrange the physical environment of the classroom for optimum learning.
- Demonstrate concern for student's well being and positive esteem.
- Prepare for instruction and show written evidence of preparation.
- Take precautions to protect equipment, materials, and facilities.
- Maintain accurate and complete records as required by the school district and report progress, or lack thereof, to parents in a timely manner.
- Attend and participate in faculty meetings.
- Complete duties (hall, bus, etc.) as assigned.
- Leave adequate preparations for a substitute.
- Encourage cooperation between students.
- Maintain student involvement in appropriate tasks.
- Use and apply appropriate conflict resolution skills.
- Demonstrate public relations skills.
- Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.
- Adapt the curriculum to meet the needs of individual students.
- Use current technology for instruction, and management purposes.
- Use diagnostic data to improve instructional programs.
- Select, use, and interpret evaluation data.
- Is available to parents, students, administration, and peers outside the school day, if needed.
- Attend extra curricular activities.

- Spend time beyond the school day grading, and recording papers, planning instruction, etc.
- Report suspected child abuse and neglect.
- Is responsible for students on field trips.
- Act as a good role model within the context of the school.
- May supervise educational assistants, practicum students, student teachers, and high school vocational lab students.
- Develop and use community and professional resources.
- Understand and apply learning theories.
- Understand and participate in the development, use, and implementation of individualized education plans (IEPs) and individualized transition plans/504 plans, including making necessary modifications.
- Other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

**Qualifications:**

- Bachelor's degree.
- Valid New Mexico teaching license with endorsements as needed.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire classroom, and moving light furniture may be required.

**Safety and Health:**

Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, all multimedia equipment including current technology.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Job responsibilities include both inside and outside duties. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.