

# CHURCHILL COUNTY SCHOOL DISTRICT

## TEACHER – SECONDARY

FLSA Status: Exempt

Created: 10/2010

Last Revised: 7/2014

### **DEFINITION:**

The teacher will implement into daily student instruction, appropriate educational curriculum. The teacher will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs.

### **SUPERVISION RECEIVED AND EXERCISED:**

The teacher reports directly to the site administrator.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Administer appropriate district curriculum which is aligned with Nevada State standards and conforms to district guidelines.
2. Evaluate student performance by observing and appraising individual progress, within assessment regulations and guidelines, in order to identify learning problems; modify and/or provide appropriate instruction with the assistance of district specialists as necessary.
3. Analyze student progress and provide appropriate instruction.
4. Ensure assessment regulations and guidelines are followed at all times.
5. Work professionally and collaboratively with administration, staff, parents, and community.
6. Facilitate the personal, social, and intellectual development of students.
7. Create and maintain a positive, orderly, and academically focused learning environment and respond to the individual needs of students.
8. Plan and implement effective lessons; using time, materials and resources effectively.
9. Motivate students through effective communication and evaluative feedback.
10. Display a thorough knowledge of curriculum and subject matter.
11. Provide classroom management and discipline that ensures safety at all times.
12. Maintain accurate and complete records in order to remain compliant with applicable law(s), district policy and administrative regulation.

### **QUALIFICATIONS:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

#### **Knowledge of:**

- Principles and methods of teaching and instruction for individuals and groups of middle school and/or high school-aged children.

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- Principles and practices of effective student learning techniques, including effective teaching techniques and strategies in area of specialization; lesson planning and available instructional media.
- Principles and methods for the design of curriculum, modern techniques for classroom assessment and measurement of their effects.
- Subjects included in the curriculum for the area of assignment.
- Learning and motivation theory, including human behavior and performance, individual differences in ability, personality and interests.
- Methods for assessing behavior, including recognition of affective disorders.
- Computer applications and hardware used in the assigned area.
- Education code, board rules, district policies, and operating procedures.

### **Skills to:**

- Develop lessons, units and projects consistent with District curriculum goals and objectives.
- Communicate effectively both written and orally.
- Participate as a collaborative member with other faculty and staff.
- Establish and communicate clear objectives for all lessons, units, and projects.

### **Ability to:**

- Plan, assess, develop, implement and evaluate comprehensive secondary education services and programs, including assessment/evaluation tools.
- Work cooperatively with students, parents, peers, administration, and community members.
- Guide the learning process toward achievement of curriculum and student goals.
- Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
- Maintain accurate and complete records as required by law and district policy.
- Maintain and improve professional competence through continued education and in-service.

**Experience and Training Guidelines:** *Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:*

Bachelor's degree from an accredited college/university with major coursework in education or a related field.

### **Required Certifications and Licenses:**

Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education with endorsement in relevant subject area.

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***Physical and Mental/Intellectual Requirements:*** *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

### PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing		X		
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
<b>Lifting &amp;/Or Carrying objects:</b>				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				

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ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle				
Working Alone				
<b>Operating Machinery or Equipment:</b>				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
<b>Work Conditions:</b>				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
<b>Senses:</b>				
Eyes				
Visual Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				

### **Working Conditions:**

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

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**Employee's Acknowledgement:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_