

Job Title: TEACHER- HIGH SCHOOL

Qualifications: Must be NH Certified or Certifiable and HQT. Classroom Management, Verbal Communication, Resolving Conflict, Presentation Skills, Self-Motivated, Motivating Others, Listening, Collaborative Teaching - K-12, Deals with Uncertainty, Objectivity, Confidentiality

Reports to: Principal

Job Goal: Promotes and nurtures the education of students by planning and tailoring courses of study; monitoring, assisting with, and correcting, academic efforts; providing a safe environment conducive to learning; keeping parents informed.

Type of Position: 188 days **Wage:** Contract

Hours per week: exempt

- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study
- Communicates expectations, student achievement, and curriculum requirements, for the purpose of developing methods of improvement and/or reinforcing class room goals
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school's mission statement
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses Student Learning Expectations
- Implements academic, behavior, health and nutrition plans (e.g., IEPs, intervention plans, care plans, 504 Plans, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions
- Informs parents and/or legal guardians of students' progress for the purpose of communicating expectations, students' achievements, developing methods for improvement and/or reinforcing classroom goals in the home environment
- Models classroom procedures and expectations for the purpose of demonstrating appropriate social and interpersonal behavior
- Responds to inquiries from a variety of sources (e.g., other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction
- Adapts classroom work for the purpose of providing students with instructional materials that address their respective needs within established lesson plans
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration
- Directs student teachers, instructional assistants (Para educators and tutors), and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students
- Prepares a variety of materials (e.g., grades, attendance, anecdotal records, etc.) for the purpose of documenting students' progress and meeting mandated requirements
- Administers required assessment programs, subject specific assessments (e.g., state, district, and school assessment tools, etc.) for the purpose of assessing student competency levels and/or developing curriculum
- Advises students for the purpose of improving performance, problem solving techniques and

social development

- Coordinates a variety of activities (e.g., field trips, first aid coverage, transportation, assemblies, etc.) for the purpose of ensuring the availability of equipment, materials and personnel to achieve objectives
- Manages student behavior for the purpose of providing a safe and optimal learning environment
- Monitors students in a variety of educational environments (e.g., classroom, field trips, hallways, assemblies, etc.) for the purpose of providing a safe and positive learning environment
- Reports incidents (e.g., fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students and staff, providing a positive learning environment and adhering to Education Code and school policies
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution in accordance with school policies
- Incorporates professional development into classroom instruction for the purpose of implementing curriculum that supports student achievement
- Addresses recertification requirements for the purpose of maintaining state licensure and highly qualified status
- Integrates professional development goals with building and district goals for the purpose of aligning personal skill sets with building and district goals
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school

EVALUATION: Performance of this job will be evaluated in accordance the Hinsdale Federation of Teacher contract

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS CONSIDERATIONS

Lift up to 10 lbs.: Frequently required
Lift up to 25 lbs.: Occasionally
Lift 26 to 50 lbs.: Rarely
Lift over 50 lbs.: Rarely

CARRY up to 10 lbs.: Frequently required
CARRY 11 to 25 lbs.: Occasionally
CARRY 26 to 50 lbs.: Rarely
CARRY over 50 lbs.: Rarely

REACH above shoulder height: Occasionally
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

DURING AN EIGHT HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

OTHER PHYSICAL

Twisting: Occasionally
Bending: Occasionally
Crawling: Rarely
Squatting: Rarely
Kneeling: Rarely
Crouching: Rarely
Climbing: Rarely
Balancing: Rarely

WORK SURFACES: (describe)

Composite desk
Carpet/tile floors
Computer keyboard/screen

HAND MANIPULATION

Grasping: Occasionally
Handing: Frequently required
Torqueing: Occasionally
Fingering: Frequently required

Environment: Inside: 98%

Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.
Hearing: Necessary for receiving information and instructions.
Sight: Necessary to do job effectively and correctly.
Tasting & Smelling: Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
Cleaning products

I have reviewed this job description and am in acceptance of its parameters.

_____ Date _____
Employee

_____ Date _____
Board Representative

Approved by the Hinsdale School Board 04/08/15