



JOB DESCRIPTION: Teacher, High School

Job Code: Various **Department:** Curriculum and Instruction **Location:** various

Approved By: Chief Academic Officer, Ann Clark

FLSA Status: Exempt **Last Revised:** October 2013 **Version:** FINAL

Summary: Under direction of a principal, a high school teacher provides leadership in an educational environment that encourages and nurtures learning for all students. He/She provides supervision to students in a variety of school related settings. He/She monitors and evaluates student outcomes. He/She develops, selects or modifies lessons plans to ensure all student needs are met. He/She maintains appropriate records and follows all policies and procedures of NCDPI and CMS.

Essential Duties: (These duties represent a sample and may vary by position.)

- Provides all students the best education available anywhere, preparing every child to lead a rich and productive life in the 21st century.
- Creates a culture of effectiveness, by setting high standards and expectations for all students.
- Plans a program of study in the assigned content area that meets the needs, interests and abilities of assigned students.
- On a regular and consistent basis, meets and instructs assigned classes in the locations and at the times designated.
- Creates a classroom environment that provides for student engagement in the learning process and enables students to achieve learning objectives.
- Provides an instructional program to meet the needs of all students including students with disabilities and limited English proficiencies.
- Prepares for classes assigned, and shows written evidence of preparation upon request of the principal or his/her designee.
- Guides the learning process toward the achievement of curriculum goals and in accordance with goals established by CMS Strategic Plan, establishes clear objectives for all lessons, units, projects and communicates these objectives to students.
- Establishes learning objectives consistent with the appraisal of student needs, requirements of NCDPI and CMS curriculum framework and knowledge of human growth and development including the Common Core and NC Essential Standards.
- Plans for and utilizes instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.
- Diagnoses the learning challenges of students on a regular basis, seeking the assistance of central office staff as required. Provides input when necessary to student IEPs.
- Takes all necessary safety precautions to protect students, equipment, materials and facilities.
- Acts as test administrator for the North Carolina Test Program and fulfills requirements as designated in the North Carolina School Test Coordinator's Handbook, the Proctor's Guide for the North Carolina Testing Program and the North Carolina State Board of Education Policy GCS-A-010.
- Maintains accurate and complete records as required by laws, CMS policy and administrative regulations including Personalized Education Plans (PEP) and Individual Education Plans (IEP).
- Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required to do so under reasonable terms.
- Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual.
- Plans and supervises purposeful assignments for instructional assistants, teacher assistants, substitutes and volunteers.
- Appraises his/her effectiveness and demonstrates successful application of skills and information acquired to increase effectiveness. Strives to maintain and improve professional effectiveness.
- Participates in school management and shares responsibility for the total school program. Attends staff meetings and serves on school committees as required.
- Participates in a cooperative effort with faculty and staff to plan, implement and evaluation programs of continuing school improvement.
- Participates in personal professional growth activities focused on the acquisition of new and improved skills and knowledge.
- Utilizes technology and current research in instruction.
- Utilizes classroom management techniques conducive to an effective classroom climate.
- Maintains a professional relationship between school and parents.
- Maintains contact with parents or care-givers through parent-teacher conferences, telephone, or written communications.
- Encourages parent involvement through school activities, connecting home and school.
- Identifies long-range goals and specific objectives and plans a program for individualized and group instruction.
- Prepares, administers, and corrects tests and records results; evaluates student achievements.
- Uses appropriate techniques and strategies which promote and enhance critical, creative and evaluate thinking capabilities of students.
- Uses appropriate differentiated instructional strategies and materials that reflect each student's culture, learning styles, special needs, and socio-economic background.
- Demonstrates knowledge and understanding of the assigned subject matter or content area
- Follows federal and state laws, as well as CMS school board policies.
- Performs related duties as assigned.

Education and Experience:

Minimum

- Bachelor's Degree in Education, content area, or other related field

Desirable

- Master's Degree in Education or Content Area

Licensing / Certification Requirements:

NC State Licensure in content area required or eligibility to attain licensure in content area required within three years.

Knowledge / Skills / Abilities:

- Knowledge of Common Core and NC Essential Standards.
- Knowledge of North Carolina Testing Program in regards to End of Course Testing.

- Knowledge of CMS Strategic Plan.
- Knowledge of General Statute 115C of the NC State Law concerning Public Education.
- Knowledge of CMS policies, rules and regulations.
- Knowledge of No Child Left Behind legislation.
- Ability to provide instruction that reflects multiple perspectives and multicultural education.
- Ability to infuse technology into curriculum.
- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and the community.
- Ability to work confidentially and with discretion.
- Excellent computer and reporting skills.
- Ability to maintain positive internal relationships with other CMS departments and staff members.
- Ability to maintain positive external relationships with parents, students and community groups.
- Ability to manage time, meet deadlines, prioritize projects, plan starting and ending deadlines, and successfully bring closure to projects.
- Ability to multi-task, deal with a multitude of issues and problems that unexpectedly arise, prioritize issues that are time sensitive, and meet expected deadlines.
- Ability to analyze problems, proactively anticipate problems, construct back-up plans, identify alternative solutions, anticipate expected and unexpected consequences of proposed actions, and provide defensible explanations for issues.
- Excellent oral and written communication skill.
- Excellent record keeping skills
- Excellent human relations skills.

Physical Requirements:

The work is usually sedentary but requires standing and walking around the classroom and school. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights and rarely, the lifting of weights above 30 pounds. The work occasionally handles/works with biohazards and/or risks for potential job-related injury, such as those found in a laboratory or shop environment. The work requires activities occasionally involving driving automotive equipment.

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