

4J SCHOOL DISTRICT

Job Title:	SECONDARY TEACHER	Dot #: 092.227-010
Department:		
Work Hours:	Somewhat flexible; although approximately 8 hours per day; 5 days per week. Certain days have extended hours due to parent conferences, paper correcting, etc.	
Job Summary:	<ul style="list-style-type: none"> ·Teaches academic, social, and manipulative skills in public educational system. ·Prepares teaching outline for course of study; lectures, demonstrates, and uses audio/visual teaching aides to present subject matter to class. ·Prepares, administers, and corrects tests and records results. ·Assigns lessons, corrects papers, and hears oral presentations; maintains order in classroom. ·Counsels pupils when adjustment and academic problems arise; discusses pupils academic and behavior problems with parents and suggests remedial action. ·Keeps attendance and grade records as required by school board. 	
Qualifications:	·Current TSPC license with appropriate endorsements.	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<p>Standing/Walking: Constantly, throughout workshift on concrete, tile, blacktop, and/or grass surfaces; monitoring and being involved in classroom activities. Occurs interchangeably with sitting.</p> <p>Sitting: Constantly; performing administrative tasks, correcting papers, desk work, etc. Occurs interchangeably with standing/walking.</p> <p>Lift/Carry: Frequently, 1-10 lbs.; materials/supplies, paperwork. Occasionally, up to 25-30 lbs.; boxes/drawers/supplies; however, this is not mandatory as the custodian may be contacted for heavier lifting.</p> <p>Push/Pull: Occasionally, using one or both hands exerting up to 10-30 lbs. force; moving carts with projector equipment, opening/closing drawers, doors.</p> <p>Climbing: Depending on the site, may be occasional steps. Occasionally, may use 1-2 step step-ladder decorating classroom walls.</p> <p>Bending/Twisting: Frequently, at waist/knees/neck; participating in classroom activities, bending over to help students with lessons.</p> <p>Kneeling/Crouching: Occasional kneeling/crouching required.</p> <p>Hands/Arms: Constant use of both hands and arms in reaching/handling/grasping/fingering/gripping while teaching, demonstrating, and participating in lessons. Writing, operating keyboard, setting up equipment, and some overhead reaching is required.</p> <p>Sight/Hearing/Speech: Constantly; required while teaching/instructing class and observing students throughout workshift. Requires depth perception, hand/eye coordination, visual acuity, near/mid/far range and peripheral vision.</p>	
Mental:	<ul style="list-style-type: none"> ·Continuous attention to detail involving instruction of students activities and monitoring of these. ·Must be able to work independently and follow through on all tasks assigned. ·Must possess good communication skills; working with all types of students and parents. ·Ability to communicate with other teachers and staff to develop teamwork. ·Must have excellent interpersonal skills to handle behavior problems, resolve disputes and motivate students. ·Must be able to perform written communication completing logs, filling out forms, lesson plans, instructional manual. ·Must be able to read/write/speak English; possess basic mathematic skills; must be able to monitor multiple factors in processes during times of classwork, enrollment, or other school activities. ·Must constantly be alert and able to move quickly and provide vigilance for safety of students. ·Must remain calm in dealing with injury or other safety related situations. 	
Work Conditions:	·Varies, although primarily indoors in temperature regulated building.	