

**Job Title:** Secondary Education Teacher  
**Department:** Secondary Education  
**Reports To:** Assigned Principal  
**FLSA Status:** Exempt  
**Salary Schedule:** TT



### **SUMMARY**

Under the direction of the school principal, the teacher is responsible for the education of assigned students and will create a flexible program and class environment favorable for learning and personal growth. The teacher will establish effective rapport with students; motivate pupils to develop skills, attitudes, and the knowledge needed to provide a good foundation for further education, and do so in accordance with each student's ability. Professional relations will be developed and maintained with other staff and parents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides learning experiences and teaches the course of study prescribed by the District approved curriculum.

Develops and uses instructional materials suitable for verbal and/or visual instruction of students with a wide range of mental, physical and emotional maturity.

Provides individual and group instruction designed to meet individual needs and motivate students.

Establishes and maintains standards of student control required to achieve effective participation in all activities.

Evaluates academic and social growth of students and keeps appropriate records.

Provides appropriate instruction and activities for students to meet school and District policies, goals, and objectives.

Communicates with parents through a variety of means.

Holds parent conferences to discuss the individual student's progress and interpret the school program.

Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.

Creates an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc.

Maintains professional competence through in-service education activities provided by the District and/or professional growth activities and university courses.

Participates cooperatively with the appropriate administrator to develop action plans and goals based on a completed evaluation summary.

Selects and requisitions instructional materials; maintains inventory records.

Cooperates in school-wide supervision of students during out of classroom activities.

Participates in faculty committees and the sponsorship of student activities.

Provides accurate attendance information in accordance with the procedure established by the school where the teacher is assigned.

Cooperates with the custodian(s) for the general housekeeping needs in the area(s) for which the teacher is assigned.

Teachers are expected to dress in good taste and be well groomed, suitable to members of a respected profession. Cleanliness of self and attire, neatness, and attractive grooming are stressed and expected. Teachers should always dress in a manner that professionally sets them apart from students. Exceptions to the dress limitations are teachers of P.E. may wear shorts of modest attire during classes or other school approved special events or activities.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities unless otherwise specified by the school principal.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information to parents, community, and students. Fluent in English.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited college or university.

Per [Administrative Rule R277-304-9](#), the minimum degree requirement is waived for candidates with a minimum six years of documented, related specialized occupational experience, training, and expertise for specific Career & Technical Education (CTE) assignments.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Active Utah Teaching License with proper endorsements authorizing areas assigned. ESL endorsement would be beneficial.

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

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

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Prepared By: <b>Assistant Superintendent, Secondary Education</b>		Date: <b>02/21/2006</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>03/13/2006</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>11/13/2013</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>03/14/2016</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>02/02/2021</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>01/24/2024</b>

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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

***By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.***

Print Name:	Date:
Employee Signature:	