

## **Griggsville-Perry CUSD #4 JOB DESCRIPTION**

**Position Title:** High School English/Computer Teacher

**Reports to:** Principal

**FLSA Class:** Exempt

**Revised Date:**

### **SUMMARY**

This position provides instruction to students and performs a wide variety of tasks with curriculum planning, supervision, presenting and reinforcing learning concepts, and teaching children in a classroom setting.

### **DUTIES**

1. Teaches District approved curriculum.
2. Meets and instruct assigned classes in the locations and at the times designated.
3. Plans a program of study, employing a variety of instructional techniques and instructional media that meets the individual needs, interests, and abilities of the students.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Assists the administration in implementing all policies and rules.
7. Encourages students to set and maintain standards of classroom behavior.
8. Guides the learning process toward the achievement of curriculum goals and, establishes clear objectives for all lessons, units, projects to communicate these objectives to students.
9. Assists in diagnosing the learning disabilities of students, with the assistance of district specialists.
10. Evaluates academic and social growth of students, keep appropriate records and prepare progress reports.
11. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
12. Remains available to students and parents for education-related purposes outside the instructional day, such as parent teacher conferences.
13. Performs all other duties reasonably related to position as may be assigned by Building Administrator or Superintendent.

### **QUALIFICATIONS**

1. Teaching certificate for the particular position as required by the State.
2. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, and electronic spreadsheets.
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner

### **SCHEDULING**

Working hours will be 8:00 a.m. to 3:30 p.m. The schedule is subject to change with district demands in compliance with the applicable collective bargaining agreement.