

Job Description

OVERVIEW			
Job Title	High School Teacher	Job Code	---
Division	---	Department	---
Role Purpose	The position of high school teacher consists of instructing students in public or private high schools in one or more subjects at the secondary level, such as English, mathematics, or social studies		

REPORTING LINES			
Direct Reporting Relationships	•	Supervises (titles)	• NA

DUTIES PERFORMED		
% of Time	Key Accountabilities	Key Activities
100%	Team Management	<ul style="list-style-type: none">Adapt teaching methods and instructional materials to meet students' varying needs and interestsAssign and grade class work and homeworkEnforce all administration policies and rules governing studentsEstablish and enforce rules for behavior and procedures for maintaining order among studentsInstruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studiesMaintain accurate and complete student records as required by laws, district policies, and administrative regulationsObserve and evaluate students' performance, behavior, social development, and physical healthPlan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigatePrepare materials and classrooms for class activitiesPrepare, administer, and grade tests and assignments to evaluate students' progress

Qualifications and requirements
<ul style="list-style-type: none">A bachelor's degree or equivalentAbility to teach others how to do something, and to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new thingsAbility to give full attention to what other people are saying

Competencies (in order of importance)

- Integrity — Job requires being honest and ethical
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations
- Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
- Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction
- Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations

Lines of communication

- Please Identify where the position fits within the hierarchy of your organization

VERSION TRACKING

Version		
Prepared by:		
First review by:		
Second review by:		
Approved by:	Name	
	Signature	
	Date	