

North Wasco County School District
Job Description – Secondary Level (CTE)

Title: Teacher – Secondary Level (CTE)

Classification: Licensed

Reports To: Building Principal

Work Year 190 Days/Year

Job Purpose Statement/s:

The job of “Teacher - Classroom (CTE)” is done for the purpose/s of developing students’ academic and interpersonal skills through academic courses of study and implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment; providing feedback to students, parents and administration regarding student progress, expectations and goals. The focus of this position is to provide career and technical education around computer applications, design, programing and use in education and work place.

Job Qualifications & Licensure:

- BA/BS or higher degree (*required*) with a major in one or more of the following areas: Curriculum, Elementary Education, Secondary Education, Content Area (Math, Science, Language Arts, Social Studies, Economics, Geography, Biology, Physics, and/or Technology).
- Valid Oregon Teaching License and endorsement(s) from the Teacher Standards and Practices Commission in the State of Oregon; and displays a willingness to teach any qualified subject area. Eligible for Career and Technical Teaching licensure.
- (Must meet Highly Qualified Requirements) with endorsed areas of assignment.
- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.
- Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.

Skills, Knowledge and/or Abilities

- Provide a variety of classroom techniques and methods.
 - Promote high levels of achievement in relation to individual student abilities.
 - Use techniques and methodologies appropriate to student abilities.
 - Utilize current and relevant subject matter.
- Demonstrate knowledge of and abilities to use research-based principles of effective instruction.
 - Organize instruction using learning objectives with clearly defined student outcomes.
 - Employ teaching strategies congruent with planned student outcomes.
 - Select teaching strategies emphasizing student involvement.
 - Monitor student learning and pace instruction accordingly.
- Develop and maintain an environment conducive to effective student learning.
 - Develop written rules of classroom behavior and communicate those rules to all students.
 - Enforce written rules for classroom behavior.
 - Communicate course goals and academic expectations to students.
 - Provide for the health and safety of student in all instructional settings.
- Prepare effectively for class
 - Prepare daily lesson plans.
 - Provide instruction predicated on course goals objectives, aligned with district adopted standards.

- Develop and communicate appropriate grading standards to students
 - Establish written grading standards that are clear and incorporate a variety of graded activities.
 - Assure that grading standards are explained and available to parents.
- Develop and maintain positive interpersonal relationships
 - Model personal behaviors of honesty, fairness, courtesy consideration, respect, and cultural awareness and responsibility.
 - Maintain a cooperative relationship with administration, staff, students and parents.
 - Share appropriate information with parents and with other staff members.
- Provide documentation of students’ progress
 - Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members.
 - Assign and check homework and provide feedback to students.
 - Maintain appropriate records of student performance.
- Build motivation and interest in learning
 - Exhibit personal interest and encourage student interest in the subject area.
 - Maintain a current awareness of literature/activities in subject area.
- Maintain an ongoing personal program of professional growth and development.
 - Develop and implement annually an approved plan for professional growth and development.
 - Identify and request to attend professional workshop activities intended to increase the teacher’s instructional effectiveness.
 - Participate in District sponsored in service offerings appropriate to assignment.
- Maintain an ongoing personal program of professional growth and development.
 - Develop and implement annually an approved plan for professional growth and development.
 - Identify and request to attend professional workshop activities.
 - Participate in District sponsored in-service offerings appropriate to assignment.
- Maintain an attitude of helping in the total school atmosphere.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District’s goals.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

| | | | | |
|---------------|-------------|------------|------------|------------|
| a. Stand/Walk | { }None { } | { }1-4 hrs | {x}4-6 hrs | { }6-8 hrs |
| b. Sit | { }None { } | { }1-3 hrs | { }3-5 hrs | {x}5-8 hrs |
| c. Drive | { }None { } | { }1-3 hrs | { }3-5 hrs | {x}5-8 hrs |
2. Employee may use hands for repetitive:

| | | |
|--------------------|------------------------|----------------------|
| {x}Single Grasping | {x}Pushing and Pulling | {x}Fine Manipulation |
|--------------------|------------------------|----------------------|

3. Employee may use feet for repetitive movement as in operating foot controls:
Yes No
4. Employee may need to:
- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
5. Lifting:
- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.
 I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

EMPLOYEE STATEMENT:

"I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

 Print Name

 Employee Signature

 Date