



Example of Secondary Teacher Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of secondary teacher. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for secondary teacher

- Determine how students spend instructional time (i.e., digital software for knowledge and skill acquisition, large and small groups with teacher, project-based learning, individual interventions with tutors)
- Design remote instruction that is enriched (developing higher-order thinking skills) and personalized (reflecting learning levels and interests of individual students) according to guidelines established by Texas Education Agency, board policies, and administrative regulations
- Design assessments that accurately assess student progress and/or incorporate digital assessments
- Teacher has built-in planning and collaboration times to remotely complete administrative tasks, analyze data, and plan instruction
- Be a positive role model for students and support the mission of the school district
- Collaborate with on-site associate teachers, digital lab monitors, tutors, and other staff to analyze student data, group students, teach, and assign interventions
- Participate in professional development opportunities at school when applicable
- Provide educational expertise in the hospital for 9-12th grade students, including curriculum planning for Math, ELA, Science, and Social Studies
- Provide expertise and guidance in GED program for students unable to participate in the traditional high school experience

Qualifications for secondary teacher

- Compiling and analyzing vast amounts of data to define opportunities and challenges, draw conclusions, and inform team management approach
- Demonstrated evidence of responsibility, competence, enthusiasm and imagination
- Evidence of strong communication, public relations, and interpersonal skills necessary to communicate with students, staff, parents, and community patrons
- Knowledge of technology (Smart Music, Finale, Sibelius)
- Demonstrated success in motivating students to excel
- Knowledge of subject matter being taught