



# Example of Secondary Teacher Job Description

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Our growing company is searching for experienced candidates for the position of secondary teacher. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for secondary teacher

- Teach two sections of Jr
- Teach High School Mixed Choir, Women's Choir and Concert Choir
- Option of a "Club" group on Fridays during 7th hour (such as Men's Choir)
- Record and submit Middle School All-State and All-County recorded auditions by deadlines
- Prepare middle and high school singers for All-State and All-County Choir auditions
- Accompany high school singers on their solos for All-State Choir
- Attend High School and Middle School All-State Choir events with students
- Prepare and organize instructional materials and equipment as directed by certified staff
- Primary responsibilities will be electrical, engine performance and air conditioning
- Applicant must help maintain and supervise students in an overall safe and clean shop

## Qualifications for secondary teacher

- Three (3) years of teaching experience required for Level I
- Four plus (4+) years of teaching experience required for Level II
- Successful experience teaching remotely, leading teams, or building collaborative working relationships in a team environment is a plus

- Some travel is required (must be able to attend on site meetings and trainings as scheduled)
- Highly qualified and certified to teach Secondary Spanish in Michigan (appropriate to grade level responsibilities)