



# Example of Secondary Teacher Job Description

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Our company is growing rapidly and is looking for a secondary teacher. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for secondary teacher

- Continuously update and revise curriculum to meet industry needs and NATEF requirements, and the Community College Course Number System (C.C.C.N.S.) requirements
  - Perform additional non-teaching duties as mutually agreed upon by all instructors
  - Participate in school professional development activities
  - Participate in school required professional development activities and trainings as related to N.A.T.E.F., and A.Y.E.S (A.Y.E.S)
  - Will be required to complete required college course work to maintain teaching licenses
  - Coach teachers in best instructional practices in ESL
  - Ability to work effectively with principals, program directors, central office staff, academic data representatives, data processors, curriculum specialists, instructional facilitators, and ESL teachers and staff to affect student achievement and teacher effectiveness
  - Develop ESL curriculum based on new and emerging research and applications for Best Instructional Practices in ESL and in alignment with state English Language Proficiency standards
  - Identify and purchase curriculum materials to support ESL curriculum implementation
  - Participate and provide guidance in curriculum development for content areas on differentiation strategies for ELLs
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- Highly qualified and certified to teach Middle or High School Science in Michigan (appropriate to grade level responsibilities)
- Minimum earned Master's Degree in a field related to Secondary Math
- Minimum of 3 years of work experience in field related to Secondary Math
- Highly qualified and certified to teach Art in Colorado (appropriate to grade level and subject responsibilities)
- Highly qualified and certified to teach Secondary math courses, experience teaching Calculus and Statistics (grades 6-12)
- An earned doctorate in education or related field is essential