

**Elbert School District
#200
Job Description**



Title: Teacher -Secondary English

Reports to: Principal/Superintendent

Terms of Employment: 9-Month, 36 hours/week, Tuesday-Friday School Week

How to Apply:

External and internal candidates can retrieve and employment application at www.elbertschool.org.

Why Should You Apply?

- Great benefits: Elbert School district participates in program health, life, vision and dental, insurance for eligible employees under a group plan or plans. Additionally, district employees are eligible for PERA retirement benefits.
- You will be a part of a great team
- Opportunities for career growth

Rate of Pay:

- See approved salary schedule at <https://static1.squarespace.com/static/5470cd28e4b011a1687710e7/t/657cb567c8198483faf26b6/1702677334918/23-24%2BSalary%2BSchedule.pdf>
- Extra Duty pay available for extra-curricular activities such as coaching, student council advisor, yearbook advisor and much more.

Qualifications:

1. Possess all teaching licenses and certifications required for the State of Colorado Department of Education.
2. Ability to uphold the U.S. and State Constitutions.
3. Possess at a minimum of a Bachelor's Degree.
4. Ability to teach students to read, write, problem solve, compute, find information, think critically, work cooperatively with others, and to meet all district-required curriculum objectives and State standards.
5. Possess a broad general knowledge of all subject areas with specific knowledge needed in contract areas.
6. Ability to engage in group dynamics, as well as personable interaction with individuals.
7. Possess knowledge of physiological, psychological, emotional, and educational behavioral development of individual children.

8. Possess respectful classroom developmentally appropriate management skills which includes discipline, record keeping and assessment abilities.
9. Possess competent technological and computer skills.
10. Ability to consistently demonstrate problem solving skills, imagination, patience, reasoning, creativity, judgment, and analytical abilities.
11. Ability to be flexible as teaching methods and modes of instruction vary at the direction of the Superintendent (e.g., in classroom, remote learning).

Specific Duties:

1. Plans and implements a program of study that meets individual and group needs, interests, and abilities within district curriculum.
2. Implements curriculum objectives and goals using effective teaching strategies, techniques and resources.
3. Creates engaging lesson plans describing daily learning experiences correlated to curriculum objectives.
4. Monitors and assesses student progress and provides both verbal and written feedback on a regular basis to students and parents/guardians.
5. Instructs, and evaluates individual student's needs and seeks assistance from specialists as needed.
6. Communicates goals and objectives to students in an organized, well-planned manner in clear, concise terms.
7. Creates a classroom environment conducive to learning and appropriate to the maturity level of the students.
8. Assists Administration in implementing all policies, vision, mission and philosophy, regulations, and rules of Elbert School District 200.
9. Creates educational experiences to provide students with opportunities to develop potential in self-esteem, personal-social adjustment, decision-making, and other life skills.
10. Attempts to lead each student to an understanding and appreciation of the principles of democracy and endeavors to develop in each student a spirit of respect and patriotism, with a full understanding that American citizenship involves responsibilities as well as privileges.
11. Respects the dignity of each student as an individual and attempts to gain an adequate understanding of their needs, interests, abilities, aptitudes, temperament, and environmental influences, as a basis on which to meet their needs, and to treat them with respect, fairness and courtesy.
12. Respectful of confidentiality, communicates concerns and ideas with colleagues, parents, and students in a positive, solution-oriented manner.
13. Assumes responsibility for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times maintaining a high standard of conduct and rapport with students.
14. Strives to maintain and improve professional competence and attends district scheduled professional development.
15. Assumes professional and personal responsibility for the management and progress of classes under their authority, direction, and supervision.

16. Assumes individual responsibilities assigned by Superintendent/Principal which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
17. Maintains accurate, complete, legible and organized records as required by law, district policy, and administrative regulations.
18. Takes necessary precautions to protect students, equipment, materials, and facilities.
19. Strives to be a conscientious and responsible employee, as well as an effective teacher; conducts oneself in a professional, business-like and task-oriented manner.
20. In the spirit of establishing cooperative relationships between home and school, provides parents with information that will serve the best interests of their children and is respectful with information received from parents.
21. Develops, in cooperation with the Superintendent and Principal, a plan for individual growth and improvement, as well as enrichment of instruction.
22. Organizes, attends and supervises curriculum-oriented field trips.
23. Attends parent and staff meetings.
24. Keeps informed by reading district communications.
25. Responds to requests for information in a timely manner.
26. Other duties as assigned.

Physical Demands: Predominantly sedentary physical work requiring ability to occasionally lift a maximum of 40 pounds; carry and walk. Consistently stands for long periods of time in the classroom or monitoring situations, both inside and outdoors. Speech communication and hearing to maintain communication with employees and students; vision for reading and student recognition; hand/eye coordination for operation of computer keyboard.

Work Environment: Works generally in a clean, comfortable, safety oriented school environment. May be required to assist as directed in various indoor and outdoor duties.

Equipment Used: Standard business and professional teaching oriented tools and equipment. May require driving a school district vehicle to transport small groups. This position may require the employee to occasionally use personal equipment (e.g. vehicle, cell phone, tools, etc.) in the course of their employment.

Elbert School District #200 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.