

## **BEDFORD COUNTY BOARD OF EDUCATION**

<b>TITLE</b>	<b>Secondary Teacher (Grades 7-12)</b>
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"><li>1. Valid teacher's license with appropriate endorsement.</li><li>2. Strong, written, verbal, presentation and interpersonal skills.</li><li>3. Meets health and physical requirements.</li></ol>
<b>JOB GOAL</b>	To teach one or more subjects to students and lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.
<b>ACCOUNTABLE TO</b>	School Principal
<b>ESSENTIAL FUNCTIONS</b>	<ol style="list-style-type: none"><li>1. Instructs students in subject matter, using various teaching methods, such as lecture and demonstration, and uses audiovisual aids and other materials to supplement presentation.</li><li>2. Prepares teaching outline for course of study, and assigns lessons and corrects homework.</li><li>3. Administers tests to evaluate progress, records results, and issues reports to inform parents of student's progress.</li><li>4. Keeps accurate attendance records.</li><li>5. Participates in faculty and professional meetings, educational conferences, and other teacher training workshops.</li><li>6. Maintains discipline in classroom and assists with monitoring of student behavior on the entire school campus.</li><li>7. Prepares for class and shows evidence of preparation upon request of immediate supervisor.</li><li>8. Available to students and parents for education-related purposes outside the instructional day, when requested to do so.</li></ol>

9. Assists in upholding and enforcing school rules, Board policies, and administrative regulations.
10. Develops and maintains a classroom conducive to learning.
11. Meets and instructs assigned classes in the locations and at the time designated.
12. Supervises activities such as field trips, group discussions, and dramatic play acting, to stimulate students' interest in and broaden understanding of their physical and social environment.
13. Fosters cooperative social behavior through games and group projects to assist students in forming satisfying relationships with other students and adults.
14. Assists in the administering of diagnostic tests.
15. Maintains all required student records and files.
16. Represents the school and community in a positive manner.
17. Reports to the principal when one knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect.
18. Performs other work-related duties as assigned by the Principal.

### **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students and parents.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings or words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: The ability to move the hands easily and manipulate small objects with the fingers.
5. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## **WORK CONDITIONS**

Normal working environment.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

**SALARY** As per current state and local salary schedules.

**CONTRACT LENGTH** 200 days—FLSA EXEMPT

**SICK LEAVE** 1 Day per month of service

**PERSONAL/PROFESSIONAL** 3 days per year

**VACATION** As per current Board Policy

**EVALUATION** Performance will be evaluated in accordance with local and state guidelines.