

Job Description
La Porte Community School Corporation

JOB TITLE: High School Teacher

IMMEDIATE SUPERVISOR: Building Principal

SUMMARY: Teaches one or more subjects, such as English, mathematics, or social studies, to students in public secondary schools by performing the following duties.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

Instructs students in subject matter, utilizing various teaching methods, such as lecture and demonstration, and uses audiovisuals aids and other materials to supplement presentations.

Prepares teaching outline (course syllabus/lesson plans) for course of study, assigns lessons, and corrects homework papers.

Integrates and utilizes identified Essential Skills in lesson planning, presentation, and assessment.

Demonstrates knowledge of State Standards and Indicators through their integration and use as instructional/learning bench marks.

Integrates and utilizes adopted corporation curriculum materials appropriate to grade level lesson planning, presentation, and assessment.

Administers tests to evaluate pupil's progress, records results, and issues reports to inform parents of progress.

Keeps attendance records.

Maintains discipline in the classroom and provides adult supervision throughout the building.

Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

Performs related duties, such as sponsoring one or more special activities or student organizations, assisting pupils in selecting course of study, and counseling them in adjustment and academic problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Fifth year college or university program certificate; Valid Indiana Teaching Certificate in assigned content area, meeting definition of “high qualified” teacher per NCLB.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, slate, stylus, projector, public address system tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, audio-visual equipment, and computers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: Ten-month (189-day) year. Salary and work schedule to be determined by current salary schedule and position-appropriate work calendar