

REPORTS TO: Principal

PAY GRADE: Teacher

PRIMARY PURPOSE:

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

NOTE:

-Music applicants must be willing to teach all categories as assignments can be mixed disciplines and grades: 6 - 8, mariachi, conjunto, orchestra, guitar, piano, and/or choir.

-Dance applicants must be willing to teach all categories as assignments can be mixed disciplines and grades 6-8, folklorico, flamenco, jazz, modern, etc.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree from accredited university
- Valid teaching certificate with required endorsements for subject and level assigned
- Bilingual Endorsement Preferred

Special Knowledge/Skills:

- Knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Strategies

- * Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
- * Prepare lessons that reflect accommodations for differences in student learning styles.
- * Present subject matter according to guidelines established by NMPED policies, and administrative regulations.
- * Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- * Conduct assessment of student learning styles and use results to plan instructional activities.
- * Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- * Prescribes effective learning programs and initiates referrals to appropriate personnel when concerns arise.
- * Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- * Meets and instructs assigned classes in the locations and at the times designated.
- * Selects and requests appropriate books and instructional materials and maintains required inventory records.
- * Provides directions and materials for substitute teachers.
- * Plans for and supervises classroom aides, guests and volunteers.
- * Cooperates with staff and support personnel in assessing and helping students with health, attitude, learning and behavioral problems.
- * Use technology to strengthen the teaching/learning process.

Student Growth and Development

- * Help students analyze and improve study methods and habits.
- * Conduct ongoing assessment of student achievement through formal and informal testing.
- * Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- * Be a positive role model for students, support mission of school district.

Classroom Management and Organization

- * Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- * Manage student behavior in accordance with Student Code of Conduct and student handbook.
- * Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- * Assist in selection of books, equipment, and other instructional materials.

Communication

- * Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- * Maintain a professional relationship with colleagues, students, parents, and community members.
- * Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

- * Participate in staff development activities to improve job-related skills.

Other

- * Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- * Compile, maintain, and file all reports, records, and other documents required.
- * Attend and participate in faculty meetings and serve on staff committees as required.
- * Performs all duties in a safe manner to avoid injury to oneself and/or to others.
- * Plans and participates in fundraising opportunities to help grow programs at LADH.
- * Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- * Supervise assigned teacher aide(s) and/or volunteers

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

- * Maintain emotional control under stress; frequent standing, stooping, bending, pulling and pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature of Employee: _____ Date: _____

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