**TITLE:** **Junior High/High School (7-12th) English Teacher**

**QUALIFICATIONS**: 1. Possess a minimum of a Bachelors Degree in Education

2. Possess a current Colorado Teaching Certificate or License

**REPORTS TO:** The Principal and/or the Superintendent

**JOB GOAL:** To develop in each pupil skills of listening, speaking, reading, and writing that are fundamental to good communication and literate citizenship; to develop appreciation of good literature; to motivate pupils to read widely for information and recreation; to develop standards for critical judgment of written and oral communications transmitted by mass media; to discover and develop special talents of pupils in the field of English.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches content and skills in English language, literature, composition, reading, and journalism to junior and senior high school pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Adapts English material and methods to develop relevant sequential assignments that guide and challenge pupils.
4. Selects and requisitions books and instructional aids appropriate to the interest and maturity level of pupils; maintains required inventory records.
5. Adapts the curriculum to provide individual, small group, or remedial instruction to meet the needs of the individual pupil.
6. Develops standards for critical analysis through group discussions based on a variety of mass media and classical and contemporary literature.
7. Encourages pupils to think independently and to express original ideas.
8. Evaluates each pupil’s progress in English skills (listening, speaking, reading, and writing).
9. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
10. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
11. Communicates with parents and school principal on pupil progress.
12. Supervises pupils in out-of-classroom activities during the assigned working day.
13. Works with pupils and other classroom teachers in such activities as preparing material for the school newspaper and yearbook, assisting with speech activities and contests, and coordinating entries in essay contests.
14. Administers or monitors group tests.
15. Participates in curriculum and other developmental programs.
16. Participates in faculty committees and the sponsorship of student activities.
17. Maintains professional competence through inservice education activities provided by the district and in self-selected professional growth activities.

**TERMS OF EMPLOYMENT:** Nine month year. Salary and work year to be established by the

Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions

of the Board's policy on Evaluation of Professional Personnel.

Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review and agreed to by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_