

POSITION ANNOUNCEMENTS

The Alexander City Board of Education is accepting applications for the following position for the **2018-2019** school year:

JOB TITLE:	ENGLISH LANGUAGE ARTS TEACHER-SECONDARY
LOCATION:	TBD
QUALIFICATIONS:	1. Current Alabama Teaching Certificate with Secondary Language Arts endorsement
SALARY SCHEDULE AND AMOUNT:	A salary range of \$38,342-\$64,522, based on degree and experience
BRIEF JOB DESCRIPTION:	See Attached
TERMS OF EMPLOYMENT:	187 Days
APPLY TO:	Mrs. Gail Brasell 375 Lee St. Alexander City, AL 35010 (256)234-8607 gbrasell@acsk12.net Applications can be downloaded from our website at www.alexcityschools.net
POSTED:	March 15, 2018
DEADLINE:	Minimum of 7 days or until filled

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: TEACHER, SECONDARY

REPORTS TO: Principal

SUPERVISES: N/A

QUALIFICATIONS:

1. Valid Alabama certificate endorsed in appropriate area.
2. Meet Highly Qualified Standards as defined by the State of Alabama.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of child development and especially of characteristics of students in the age group assigned.
2. Knowledge of the prescribed curriculum.
3. Knowledge of current educational research.
4. Basic understanding and knowledge of current technology.
5. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles.
6. Skill in oral and written communication with students, parents and others.
7. Ability to plan and implement activities for maximum effectiveness.
8. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement.
9. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
10. Ability to work effectively with peers, administrators and others.

JOB GOAL:

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with system philosophy, goals and objectives.

PERFORMANCE RESPONSIBILITIES:

1. Create or select long-range plans based on a review of system and state curriculum priorities, student profiles and instructional priorities.
2. Define goals and objectives for unit and daily plans.
3. Sequence content and activities appropriately.
4. Identify specific intended learning outcomes which are challenging, meaningful and measurable.
5. Revise plans based on student needs.
6. Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.
7. Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
8. Maintain a clean, attractive and organized learning environment.
9. Maintain academic focus by using a variety of motivational techniques.
10. Establish and use behavior management techniques which are appropriate and effective.

11. Establish routines and procedures and work with students on consistently following them.
12. Create a learning climate that is challenging yet non-threatening.
13. Maintain instructional momentum with smooth and efficient transitions from one activity to another.
14. Establish appropriate testing environment and ensure test security.
15. Establish and maintain efficient record keeping procedures.
16. Organize procedures, practices, materials and routines for the effective use of instructional time and for the completion of administrative activities.
17. Assist in enforcement of school rules, administrative regulations and School Board policy.
18. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
19. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
20. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
21. Encourage self-assessment by students and assist them in developing plans for improving their performance.
22. Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
23. Evaluate the effectiveness of instructional units and teaching strategies.
24. Demonstrate knowledge and understanding of curriculum content.
25. Communicate high learning expectations for all students.
26. Apply principles of learning and effective teaching in instructional delivery.
27. Monitor learning activities, providing feedback and reinforcement to students.
28. Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
29. Use appropriate material, technology and resources to help meet learning needs of all students.
30. Assist students in assessing, interpreting and evaluating information from multiple sources.
31. Provide appropriate instruction and modifications for students with special needs, including special education students and students who have limited proficiency in English.
32. Provide quality work for students focused on meaningful, relevant and engaging learning experiences.
33. Provide instruction on safety procedures and proper handling of materials and equipment..
34. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities. Communicate effectively, orally and in writing, with other professionals, students, parents and community.
35. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
36. Provide accurate and timely information to parents and students about academic and behavioral performance of students.

37. Work with other teachers in curriculum develop, special activities, and sharing ideas and resources.
38. Assist others in acquiring knowledge and understanding of particular area of responsibility.
39. Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.
40. Maintain confidentiality of student and other professional information.
41. Support school improvement initiatives by active participation in school activities, services and programs.
42. Ensure that student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
43. Perform other tasks consistent with the goals and objectives of this position as assigned.

PHYSICAL REQUIREMENTS:

N/A

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements of the State Department of Education.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

Signature: _____ Date: _____

Approved by Human Resources: _____ Date: _____

Last Revised: APRIL 2015