



SAN JUAN ISLAND SCHOOL DISTRICT

<i>POSITION:</i>	SECONDARY TEACHER
<i>Reports to:</i>	High School Principal
<i>Days/year:</i>	180
<i>Building:</i>	Friday Harbor High School & Middle School
<i>FLSA Status:</i>	Exempt
<i>Representation:</i>	San Juan Education Association
<i>Minimum Qualifications:</i>	Valid Washington State Teacher Certification with appropriate Endorsement.

JOB DESCRIPTION: SECONDARY TEACHER

Position Summary:

The Secondary Teacher will create an environment that ignites a passion for learning in all students. The Secondary Teacher plans and administers the instructional program and classroom operation in compliance with guidelines and regulations determined by district administration, Board of Directors, and state & federal agencies. The Secondary Teacher will utilize all resources available to establish a cooperative relationship with parents, staff members and administrators to support each student's ability to learn and grow intellectually, socially and in life, thereby becoming a positive and productive citizen of our democracy.

Essential Responsibilities

This list of essential functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Spark enthusiasm for learning. Provide an exceptional educational experience to all students, equitably.
- Deliver clear and focused instruction using a variety of teaching strategies to meet the needs of all students.
- Collaborate with fellow teachers, to improve teaching methods, teaching strategies, and classroom management techniques.
- Participate in IEP development, including IEP meetings.
- Keep abreast of current events and use these themes to keep content relevant.
- Provide extra support to struggling students and additional resources to those who display exceptional interest in the subject matter.
- Establish, maintain and monitor standards of student behavior needed to provide an orderly productive environment for learning.
- Ensure all curriculum, school, and state requirements are met.
- Communicate regularly and positively with parents and/or legal guardians. Share student progress and teacher's expectations, encourage engagement by reinforcing learning goals in the home environment.
- Assess and monitor students, provide feedback to students, parents, and administration regarding student progress, expectations, and goals.

- Direct instructional assistants, volunteers, and /or student aides to ensure services are effectively addressing the needs of individual students.
- Utilize district adopted curriculum to guide instruction.
- Maintain consistent presence at assigned worksite and regular work hours.
- Professionally interact with students, staff and public.
- Establish and maintain professional boundaries with students.
- Comply with all district policies and procedures.
- Comply with Code of Professional Conduct
- Perform related duties as assigned.

Desired Skills & Attributes

- Possess a passion for the subject matter and the ability to inspire students.
- Resilience, compassion and the ability to work with students from multiple backgrounds. Be approachable, caring.
- Value different opinions and able to create a learning environment where students feel safe and respect each other.
- Excellent communication and interpersonal skills.
- Flexible to changes in assignments or situations.
- Ability and willingness to perform a variety of specialized tasks, maintain records, establish and maintain cooperative working relationships with students, parents, and school personnel; work as a team member; and meet schedules and deadlines.
- Knowledge and application of quality classroom-based assessment practices.
- Knowledge of the unique physical, psychological and social changes students experience and a desire to help them grow in these particular areas.
- Ability to define excellence by standards of performance.
- Skills in classroom management and organizational techniques.

Minimum Qualifications:

- Valid Washington State teaching certification with appropriate endorsement for position required.
- Additional secondary endorsement preferred.
- Excellent oral and written communication skills.
- Successful teaching experience at appropriate grade level preferred.
- Experience and/or knowledge of age appropriate teaching methods and state curriculum framework as pertains to implementation of Washington State Essential Academic Learning Requirements.
- Experience and/or training with cultural, ethnic and language diversity preferred.
- Successful WA State Patrol and FBI fingerprinting clearance.
- Proof of MMR immunization (if born 1/1/1957 or later).
- I-9 Employment Eligibility in compliance with the Immigration Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days form hire date.

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area, required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and lift in order to assist a student with personal care. The employee is required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Physical Requirements Include:

Continuous (2/3 to all the time, possibly the full day): Talking, Hearing, Seeing, Handling, Fingering, Grasping.

- Frequent (1/3 to 2/3 of the time or up to 5+ hours of an eight-hour day): Standing, Walking, Bending, Stooping, Crouching, Squatting, Reaching
- Occasional (1/12 to 1/3 of the time or up to 2 ½ hours of an eight hour day): Sitting, Lifting, Carrying up to 10 pounds, Turning, Twisting, Kneeling
- Rare (0 to 1/12 of the time, 40 minutes of an eight hour day): Climbing, Balancing, Pushing, Pulling
- Not Present: Jumping, Crawling

Reports to:

High School Principal.

Evaluation:

The Principal will evaluate the Teacher pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed December 2020.