



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed

JOB TITLE: Teacher – Digital Literacy/PACE (Personal Finance and Career Exploration)

Job Purpose Statement/s: The position of Teacher – PACE is for the purpose of helping students:

- Identify school-to-work and career interests.
- Explore their future options through personal experience and research career options.
- Generate a resume and participate in a mock interview.
- Build skills in writing, professional posture/presentation and technology.
- Develop an understanding of ethical conduct using technology.
- Expose students to resources and high school support services.
- Advance keyboarding and word processing skills.
- Gain knowledge of business computer and other software programs.
- Develop personal education plan and profile, understand graduation requirements and begin college and career research.

Essential Job Functions:

- **Plan** and **Implement** a program of study following state and district outcomes that, as much as possible, meet the individual needs and abilities of the students.
- **Create** a classroom environment that is conducive to learning.
- **Guide** the learning process toward the achievement of curriculum student outcomes.
- **Employ** instructional methods and materials that are appropriate for meeting objectives.
- **Assess** students' academic learning and/or skills for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- **Collaborate** with school personnel and parents for the purpose of improving the quality of student performance, developing solutions and planning curriculum.
- **Implement** instructional methods and materials that are most appropriate for achieving stated objectives for instruction and student success.
- **Manage** student behavior for the purpose of providing a safe and an optimal learning environment.
- **Prepare** teaching materials and reports (e.g. grades, attendance, anecdotal record, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a faculty member.
- **Attend** staff meetings as well as serve on staff and district committees as requested.
- **Meet** the state standards for competent and ethical performance.

Other Job Functions:

- **Advise** parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals.
- **Maintain** accurate, complete, and correct records as required by law, district policy, and Administrative Regulations.
- **Confer** with colleagues, administrators, students and/or parents when necessary.

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- **Participate** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information.

Job Requirements – Qualifications:

- ♦ **Experience Preferred:** Prior job related experience.
- ♦ **Skills, Knowledge and/or Abilities Required:**

Skills in planning, developing, and implementing appropriate curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

Knowledge of instructional theory and best practices, curriculum, state education code and district policies.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

Education Required: Bachelor's Degree.

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred.

Bi-Lingual preferred.

ESOL and/or Reading endorsements preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar. Salary to be established by collective bargaining agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

