



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed

JOB TITLE: Teacher-David Douglas High School APEX Classes – Basic Education

Job Purpose Statement/s:

The position of David Douglas High School APEX Classes – Basic Education is for the purpose/s of improving student success in academics or skills through implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; developing lesson plans; modeling the necessary skills to perform assignments; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

Essential Job Functions:

- **Plan** and **Implement** programs of study using the electronic APEX program for Math, 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, case managers and administration regarding students' progress, expectations, goals, etc. 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.
- **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 records, 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 volunteer to serve on staff and district committees.
- **Meet** the state standards for competent and ethical performance.
- **Confer** with colleagues, administrators, students and/or parents when necessary.
- **Participate** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information.

Other Job Functions:

- Other duties as assigned

Teacher-David Douglas High School APEX Classes – Basic Education – Page 2

Job Requirements - Qualifications:

Skills, Knowledge and/or Abilities Required:

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, parents, 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.

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, state standards and district policies.

Education Required: Bachelor's Degree. **Advanced Math Endorsement.**

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.

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

Multi-Cultural preferred. Bi-Lingual preferred.

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.