

**JOB TITLE****Junior High Transitional Teacher****REPORTS TO:** Building Principal**DEPARTMENT:****JOB DESCRIPTOR:** I80**SCHEDULE:** R D**DATE:****NON-EXEMPT X****NATURE AND SCOPE OF JOB:**

The junior high transitional teacher is to teach students to read, write, problem solve, compute, find information, think, work cooperatively with others, while meeting all district required curriculum objectives. An effective approach is needed to work with at-risk students. Instruction is individualized using multiple learning styles.

**JOB FUNCTIONS:****ESSENTIAL FUNCTIONS:**

1. Plans and implements a program of study that meets individual needs, interests, and abilities within the CCSD curriculum.
2. Implements curriculum objectives and goals by effective use of teaching techniques and materials.
3. Writes weekly lesson plans describing daily learning experiences correlated to curriculum objectives.
4. Monitors and assesses student progress and provides feedback on a regular basis to students and parents/guardians.
5. Diagnoses, instructs, and evaluates specific students' needs and seeks assistance of specialists as needed.
6. Identifies and monitors individual student career interests and goals and secures, coordinates, and supervises appropriate work experiences for each student
7. Communicates aims and objectives to students in a well planned, organized manner in clear, concise terms.
8. Creates a classroom environment focused on "applied learning" and conducive to learning and appropriate to the maturity of the students.
9. Assists administration in implementing all policies, regulations, and rules of CCSD.
10. Creates educational experiences to provide students with opportunities to develop potential in self-esteem, personal and social adjustment, decision making, and other life skills.
11. Promotes and follows adopted school district philosophy and policies and administrative procedures.

12. Communicates concerns and ideas with colleagues, parents, students, and community in a positive manner.
13. Assumes legal responsibilities for supervision of students on school property.
14. Strives to maintain and improve professional competence.
15. Assumes individual responsibilities assigned by principal/supervisor which may be related to committee work, student activities, student supervision, or other planning and professional assignments.
16. Maintains accurate, complete, legible, and correct records as required by law, CCSD policy, and administrative regulation.
17. Takes necessary precautions to protect students, equipment, materials, and facilities.
18. Conducts oneself in a business-like and task-oriented manner.
19. Strives to be a good employee as well as an effective teacher.
20. Uses a variety of teaching styles to meet individual learning styles.
21. Uses an affective approach when working with at-risk students.

### **OTHER FUNCTIONS:**

1. Attends and supervises curriculum-oriented field trips.
2. Attends parent and staff meetings.
3. Keeps informed by reading memos.
4. Responds to requests for information in a timely manner.

**--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--**

### **JOB QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND MENTAL ABILITY:**

- Possess a broad general knowledge of all subject areas, with specific knowledge needed in contract areas.
- Possess group dynamics and interpersonal skills.
- Possess knowledge of psychological, emotional, and educational behavioral development of children.
- Possess classroom management skills which include discipline, as well as recordkeeping and assessment abilities.
- Possess technological and computer skills.
- Possess problem solving, imagination, patience, reasoning, creativity, judgement, and analytical abilities.
- Possess an ability to work with at-risk students.

#### **EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING**

- Possess all certificates required for the State of Wyoming.

- Possess, at a minimum, a Bachelor's Degree.
- Continue to pursue graduate level classes for professional growth.

## **EQUIPMENT USED:**

Copier

Building Telephone System

Classroom Computer

Other media equipment as deemed necessary for classroom preparation and presentation.

## **PHYSICAL DEMANDS:**

- Be able to stand, walk, and sit for long periods without fatigue or discomfort.
- Be able to lift up to 50 pounds.
- Be able to carry up to 15 pounds.
- Be able to push up to 200 pounds.
- Be able to pull up to 100 pounds.
- Be able to stoop, kneel, crouch, reach, handle, finger, talk, hear, and see.

## **ENVIRONMENTAL DEMANDS:**

- Be able to spend most of the time inside classrooms with some work outside in cold/hot weather.
- Be able to tolerate noise up to 90 decibels.

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