

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

- POSITION:** Secondary Teacher – Summer School
- IMMEDIATE SUPERVISOR:** Summer School Principal
- FLSA STATUS:** Exempt
- EMPLOYMENT TERM:** As stated on job posting
- SALARY:** 2017-2018 Salary Scale through June 30  
2018-2019 Salary Scale after July 1
- EVALUATION:** Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

**JOB SUMMARY:** Provide appropriate instruction to secondary students and insure that the students meet the learning objectives and standards for the appropriate content and grade level.

**PERFORMANCE RESPONSIBILITIES:**

- Appropriate certification required: Middle School, grades 6-8 minimum in subject area; Senior High, grades 9-12 minimum in subject area; Sixth Grade classroom teacher, Elementary certification
  - Responsible for implementing adopted and supplemental academic programs
  - Responsible for implementing technology skills
  - Responsible for planning and implementing inclusion with special education students
  - Addresses and implements students' IEPs and 504 Plans and recommends revisions when needed
  - Responsible for planning and implementing team teaching as appropriate
  - Be accountable for individual student achievement
  - May be responsible for planning and implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs and field trips
  - Strong working/communication skills with students, parents and peers Fosters a classroom climate conducive to learning.
  - Fosters a classroom climate conducive to learning.
  - Meets professional responsibilities.
  - Maintains professional work habits and adheres to the Teacher Code of Conduct.
  - Willing to implement any other programs designated by principal for school Improvement
- Secondary Teacher 9/2011
- Includes supervisory and/or other duties as assigned by Principal

**QUALIFICATIONS:**

Valid teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

Secondary Teacher 9/2011