

**Dolores School District RE-4A  
Job Description**

**Professional Secondary Teacher**

**Reports To: Secondary Principal**

**Qualifications:**

- 1<sup>st</sup> Preference ... Professionals holding a valid Colorado license for the area of primary teaching responsibility.
- 2<sup>nd</sup> Preference; ... Eligible to become licensed by the State of Colorado in the endorsed field within 30 days of hire. *This applies to out-of-state professionally licensed teachers, pending alternative license holders and Boettcher program fellowships.*

**\* Note \***

***It is the employee's responsibility to provide the Dolores School District RE-4A with a valid Colorado Teachers License within 30 days of employment. Failure to do so will result in placement on the substitute teacher's salary scale, or possible loss of position.***

**Responsibilities:**

**District-level Curriculum Responsibilities:**

1. Align resources used to support the District's curriculum.
2. Align classroom instruction to the scope and sequence and pacing of the District's curriculum and to the District's assessment calendar.
3. Analyze and interpret student assessment data to diagnose each student's learning in order to differentiate instruction to meet each student's instructional needs.
4. Incorporate research-based instructional strategies in the teaching of the District's curriculum.
5. Seek and actively participate in appropriate, ongoing professional development.
6. Participate collaboratively with colleagues to reflect on one's teaching practices.
7. Ensure equal access to curriculum and equitable delivery to each student.
8. Encourage parents to support student learning.

**Building-level Teaching Responsibilities:**

- Knowledge of content-related pedagogy
- The ability to assess student learning by using various methods to monitor the effectiveness of teaching strategies.
- The ability to differentiate instruction.
- The ability to use technology to communicate, record assessment results, and research current trends in the assigned discipline.
- The desire to engage in continuing education and skills improvement.
- Use 'PowerSchool' to record all attendance and keep weekly recorded grades.
- Coordinate instructional schedules to allow student access to educational technology
- Coordinate other learning opportunities for students such as: summer school or tutoring opportunities.
- Participate in parent teacher conferences and team meetings.
- Communicate progress-monitoring data to parents on an on-going basis.
- Assist in planning and administering all state and local assessments.

- Meets and instructs assigned classes in the locations and at times designated.
- Prepares units of study and presents principal with evidence thereof.
- Takes all reasonable and necessary precautions to protect students, district equipment and school facilities.
- Makes provision for being available to students and parents out-side the required contract day for educational consultation.
- Applies "Continuous Improvement" concepts to professional growth and professional teaching practice.
- Attends staff meetings and provides assistance in implementing district policy, building procedures, and rules that govern student conduct.
- Any and all additional duties as required.

The above statements are intended to describe the general nature of work to be performed. They should not be construed as an exhaustive list of all responsibilities.

**Physical Requirements:**

Ability to lift a minim of 25 lbs  
Possess a valid Colorado Drivers license

**Terms of Employment:**

- Salary will be based on the teacher pay scale.
- Work day and year is based on the annual board approved calendar
- Performance evaluations will be based on the State of Colorado's RANDA system.

Approved: May 1996  
Revised: January 2019