

**Oelrichs School District 23-3**  
**HIGH SCHOOL TEACHER**  
**JOB DESCRIPTION**

**TITLE:** High School English Teacher

**QUALIFICATIONS/REQUIREMENTS:**

- A. Education: Meet certification requirements as established by the State of South Dakota.
- B. Experience Desired: Have knowledge of teaching techniques that meet the diverse needs of students.
- C. Other Requirements: Possess effective student management skills as it relates to scheduling, discipline, and assessment. Possess management, organization, and leadership skills, including the ability to initiate and follow through on ideas and projects. Possess effective oral and written communication skills. Communicate effectively with individuals of varied cultural and educational backgrounds. Have ability to be flexible in working with students at all developmental levels. Have skills in human relations and conflict management.

**REPORTS TO:** Principal

**SUPERVISES:** Students

**PERFORMANCE GOAL:** To help each student develop competence in basic mathematical skills and an understanding of the structure of mathematics; to motivate each pupil to apply mathematical understanding and skills in the solution of practical problems; to encourage pupils to develop their special talents in the field of mathematics.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches courses in English to secondary pupils, utilizing course of study adopted by the District and other appropriate curriculum publications as guidelines in teaching individual course content.
2. Develops lesson plans to demonstrate English concepts using models, other available technology methods and other standard or teacher-prepared instructional aids.
3. Provides opportunities, when needed, for individualized and small group instruction to adapt the curriculum to the needs of each pupil.
4. Designs learning activities that will relate English and reading to the physical world.
5. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
6. Evaluate each pupil's progress in English knowledge and skills.

7. Selects and requisitions books, instructional aids and supplies; maintains required inventory records.
8. Supervise daily and check homework, ensure students' academic progress and serve as a primary point of contact for parents.
9. Regularly assess student mastery of key skills and concepts and use this data to differentiate instruction to meet student needs.
10. Participates in faculty committees and sponsorship of student activities.
11. Participates cooperatively with the appropriate administrator(s) to develop the method by which he/she will be evaluated in conformance with district guidelines.
12. Perform other duties as assigned.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation for professional personnel.

**TERMS OF EMPLOYMENT:**

Salary and work year as established by the Board of Education.

*The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*