

JOB TITLE: MIDDLE SCHOOL TEACHER

REQUIREMENTS: BACHELOR'S DEGREE, 2 YEARS OF EXPERIENCE

JOB DUTIES

Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks. Adapt teaching methods and instructional materials to meet students' varying needs and interests. Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students. Establish and enforce rules for behavior and procedures for maintaining order among students. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools. Prepare, administer, and grade tests and assignments to evaluate students' progress. Prepare materials and classrooms for class activities. Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems. Maintain accurate, complete, and correct student records as required by laws, district policies, and administrative regulations. Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies. Use computers, audio-visual aids, and other equipment and materials to supplement presentations. Observe and evaluate students' performance, behavior, social development, and physical health. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. Guide and counsel students with adjustment or academic problems, or special academic interests. Enforce all administration policies and rules governing students. Assign lessons and correct homework. Meet with other professionals to discuss individual students' needs and progress. Collaborate with other teachers and administrators in the development, evaluation, and revision of middle school programs. Assist students who need extra help, such as by tutoring and preparing and implementing remedial programs. Meet or correspond with parents or guardians to discuss children's progress and to determine priorities and resource needs. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms. Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence. Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage. Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.

EMPLOYER: DENISE JOAN WHELAN

CONTACT: 505-8627465

djwhelan@sbms.k12.nm.us

8 LENORE AVENUE

THOREAU, NEW MEXICO 87323