

# Brooks-DeBartolo Collegiate High School

11602 N. 15th Street - Tampa, FL 33612

office phone: 813.971.5600

## **JOB DESCRIPTION: High School Teacher**

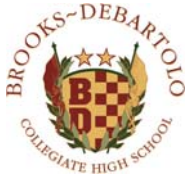
### **General job description:**

- Teaches students knowledge, social skills and concepts.
- Identifies long-range goals and specific objectives and plans a program for individualized and group instruction.
- Prepares, administers, and corrects tests and records results; evaluates student achievements.
- Plans lessons so that students become involved in learning and decision-making related to curriculum choices.
- Maintains a classroom that recognizes respect for both teacher and student; motivates students in an atmosphere of respect and freedom.
- Holds conferences with pupils, parents, principal and/or supportive personnel regarding the students' academic and social development.
- Keeps attendance, grade records and book inventories, as required by school policy.
- Attends classes, seminars, etc., to provide for professional growth and keeps abreast of the latest instructional methods and techniques.
- Performs other related duties as required.

**Professional responsibilities:** Teachers have six (6) areas of professional responsibility including: Instructional delivery, Curriculum development, classroom management, public relations, professional growth, and student evaluation.

### **Instructional Delivery:**

- Plans and implements a program of instruction that adheres to the school's mission and goals as outlined in the content curriculum guides
- Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Encourage student enthusiasm for the learning process and the development of good study habits.
- Prepares substitute folder containing appropriate information as required by the principal.
- Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.
- Recognizes learning problems and makes referrals as appropriate.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.



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### **Curriculum Development**

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
- Assists on the ongoing curriculum revision process, including the revision of written courses of study.
- Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

### **Classroom Management**

- Develops, in accordance with school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day for the supervision of all students.
- Provides for the supervision of assigned students when circumstances require a brief absence from the assignment.

### **Public Relations**

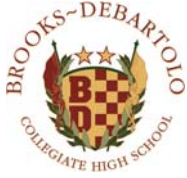
- Upholds and enforces school policy and procedures, rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

### **Professional Growth**

- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Maintains membership in appropriate professional organizations.
- Cooperates with the administration in planning appropriate inservice training programs.
- Attends staff, department, and committee meetings as required.

### **Student Evaluation**

- Evaluates accomplishments of students on a regular basis using multiple assessment methods such as teacher made tests, samples of students' work, mastery skills check lists, criterion-referenced tests and norm-referenced tests.
- Provides progress and interim reports as required.
- Makes appropriate adjustments in the instructional program and as required by the principal.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.



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**Qualifications:** All teachers selected for the BDCHS will meet the Florida definition of highly qualified teachers. The three criteria set forth by this definition are:

- A bachelor's or high degree from an accredited or approved institution.
  - A valid full state certification.
  - Subject matter competency for each core academic subject assigned.
- *National Board Certified (NBC) teachers are encouraged to apply. NBC teachers are eligible to receive salary and/or mentoring **bonuses**, which are paid directly from the state.*

Competitive salary along with an excellent benefits package which includes the following: medical, retirement and sick leave.