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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | HIGH SCHOOL TEACHER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a high school teacher consists of instructing students in public or private high schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree or equivalent;
* Ability to teach others how to do something, and to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
* Ability to give full attention to what other people are saying.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
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| TASKS: | * Adapt teaching methods and instructional materials to meet students' varying needs and interests;
* Assign and grade class work and homework;
* Enforce all administration policies and rules governing students;
* Establish and enforce rules for behaviour and procedures for maintaining order among students;
* Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies;
* Maintain accurate and complete student records as required by laws, district policies, and administrative regulations;
* Observe and evaluate students' performance, behaviour, social development, and physical health;
* Plan and conduct activities for a balanced programme of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate;
* Prepare materials and classrooms for class activities;
* Prepare, administer, and grade tests and assignments to evaluate students' progress.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |