

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/81	<u>TEACHER, SCIENCE, SECONDARY</u>	1.4.5.1A
Effective Date	Job Title	Index

1. Primary Function: Instructs students in the skills and processes of science commensurate with the level of course assignment(s).

2. Responsible to: Building Principal or Designee.

3. Assigned Responsibilities:
 - 3.01 Instructs students, by precept and example, in proper laboratory safety procedures.
 - 3.02 Differentiates between scientific hypothesis, theory, and law at appropriate points of instruction.
 - 3.03 Follows a regular and progressive sequence from concrete to abstract when developing concepts.
 - 3.04 Ensures that enabling terms or concepts are understood by students before they are used as part of a more complex task.
 - 3.05 Selects or designs and uses planned sequences of instruction to meet the intent of the course objectives.
 - 3.06 Matches activities and materials to individual and group skills and needs.
 - 3.07 Provides evidence of planning for the purposeful and safe conduct of any field trips.
 - 3.08 Identifies, diagnoses, and prescribes remediation for individual or group problems in assigned course work.
 - 3.09 Ensures that instructional activities and materials are clearly related to District, school, and department goals and objectives.
 - 3.10 Provides instruction based on designated instructional guides or develops alternate materials in prescribed District format.
 - 3.11 Maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.12 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.13 Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
 - 3.14 Gives clear directions and makes sure students understand what to do before undertaking assignments.
 - 3.15 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.16 Uses a grading system that is consistent, fair, and supportable.
 - 3.17 Selects and requisitions required equipment and supplies through the proper school and department channels.
 - 3.18 Ensures that supplies, books, and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
 - 3.19 Supervises students in out-of-classroom activities as assigned.
 - 3.20 Participates cooperatively on school, area, and District-wide activities.
 - 3.21 Follows specified standards, policies, and procedures of the science staff, the building, and District.

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6/82	<u>TEACHER, SCIENCE, SECONDARY</u>	1.4.5.1B
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Additional Responsibilities:

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4. Minimum Qualifications:

4.01 Oregon Teaching Certificate valid for assignment.

4.02 Successful completion of a college level laboratory safety class or:

4.03 Pass a District-designed laboratory safety test by June 1, 1983, if employed in Salem's secondary science program as of September, 1981. If subsequently hired, the teacher must pass the test by June 1 of the second year of employment.

Additional Qualifications:

4.04

4.05

4.06

5. Minimum Term of Employment: Teacher Contract.

6. Salary Level: Placement on Teacher Salary Schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____