

Position: JHS English Instructor

Term: Full-time/9 Months

Classification: Certified/Exempt

Location: Joplin High School

Qualifications: Valid Missouri Teaching Certificate, required  
Bachelor's degree, required

Supervisory: No

Reports to: Principal

Joplin Schools is looking for an outstanding individual to teach high school English. This individual must have a strong background in English and the knowledge and skills to work effectively with high school age students. The ideal candidate should demonstrate a high level of enthusiasm, be energetic, and be capable of being a team member willing to work hard to help increase academic achievement.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

#### Essential Functions:

- Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance
- Complete forms, write reports and engage in written correspondence with parents
- Present information effectively and respond to questions
- Write clear and complete lesson plans
- Interpret instructions presented in written, oral, diagram or schedule form
- Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students
- Identify needs and abilities of individual students and to adapt instructional methods accordingly

- Establish and maintain effective relationships with students, peers and parents
- Perform multiple tasks simultaneously
- Carry perform basic computer functions such as word processing and internet use
- Use district software for recording grades and finding student information
- Utilize smart boards, projectors and other instructional technology provided by the district
- All other duties as assigned.

### **Physical Demands**

An individual who holds this position must have the ability to:

- Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
- Move around the classroom
- Read handwritten or printed material

### **Attendance**

Regular and consistent attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

Condition and environment of a typical classroom setting.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.