



Mancos School District
Staff Job Description

Title: High School English Language Arts Teacher	FLSA Status: non exempt
Reports To: Building Principal	Pay Range: refer to salary schedule
Prepared/Revised Date: March 2024	Work Year: 10 months

SUMMARY:

We are seeking a passionate and dedicated High School English Language Arts Teacher to join our dynamic team. The ideal candidate will have a strong background in English literature, writing instruction, and a commitment to fostering critical thinking and analytical skills in our students. Experience and/or training in Project Based Learning is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Develop and implement engaging and rigorous English Language Arts curriculum aligned with state standards and school objectives.	D	30%
2. Create and deliver effective lessons that incorporate a variety of teaching strategies to meet the diverse needs of students.	D	25%
3. Foster a supportive and inclusive classroom environment that encourages active participation and student collaboration.	D	10%
4. Assess student progress through formative and summative assessments, providing timely feedback to students and parents/guardians.	Q	5%
5. Differentiate instruction to accommodate individual learning styles and abilities.	D	5%
6. Utilize technology to enhance instruction and student learning experiences.	D	5%
7. Collaborate with colleagues to design interdisciplinary units and projects.	W	5%
8. Participate in professional development opportunities to stay current with best practices in English Language Arts instruction.	W	5%
9. Ability to work collaboratively in a team-oriented environment.	D	5%
10. Meet all legal requirements including timelines for professional practices such as, but not limited to IEPs, ICAPs, 504, RtI.	D	4%
11. Perform other duties as assigned.	D	1%
	TOTAL =	100%



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EDUCATION AND RELATED WORK EXPERIENCE:

- Previous experience teaching English Language Arts at the high school level preferred.
- Bachelor’s degree in English, Education, or related field (Master’s degree preferred).
- Strong knowledge of English literature, grammar, and writing conventions.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent interpersonal skills and oral and written communication skills
- Strong decision making, analytical and organizational skills
- Ability to work with students with diverse needs at various levels
- Ability to work and build positive relationships with school staff, families, and youth
- Ability to communicate and coordinate with a variety of school and community groups
- Commitment to collaborating and progress monitoring with colleagues and partners to achieve desired results
- Be flexible and adaptable to a changing work environment while maintaining effectiveness and efficiency
- Ability to interact and work effectively and cooperatively in a team environment
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Valid Colorado teaching license/certification in English Language Arts (or eligibility to obtain certification).
- Must have a valid driver’s license
- Must pass various pre-employment background screenings; required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with computers
- Operating knowledge of and experience with Microsoft Office and Google
- Student information systems

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Building Principal
- Direct Reports: Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch and to and from classes.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				X
Administer a Budget				X
Monitor a Budget		X		
Coordinate a Budget		X		
Initiate a Requisition		X		



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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit			x	
Use hands				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste		x		
Smell		x		

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			



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MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy			x	
Coordinate				x
Instruct				x
Compute				x
Synthesize				x
Evaluate				x
Use Interpersonal Skills				x
Compile				x
Negotiate				x

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			



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VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	x
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

OTHER INFORMATION:

- n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.