

NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

POSITION: HIGH SCHOOL ENGLISH TEACHER

SALARY: DOE

DEPARTMENT: NCTS

ACCOUNTABLE TO: PRINCIPAL

OPENING DATE: June 4, 2019

CLOSING DATE: OPEN UNTIL FILLED

How to Apply: Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

DEFINITION

Under general supervision, teaches one or more classes in the field of Language Arts to students in grades 9 through 12, assists in other school programs as assigned, and creates a flexible program and environment favorable to learning and personal growth in accordance with each student's ability. Experience working with at-risk, attentive schools or previous work with Native American students preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Teaches knowledge and skills in Language Arts, including but not limited to English, reading, spelling, journalism and related communication skills, to secondary students utilizing the course of study prescribed by the District approved curriculum.
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the district.
- Develops instructional plans and organizes class time to provide a balanced program of instruction, demonstration and working time.
- Provides individual and small group instruction in order to adapt curriculum to the needs of the students with varying intellectual abilities, and to accommodate a variety of instructional activities.
- Establishes and maintains standards of student behavior required to provide an orderly and productive environment.
- Instructs students in proper care and use of materials and organizes storage areas and controls use of materials to prevent loss or abuse.

- Evaluates each student's performance and growth in knowledge and understanding, and prepares progress reports.
- Selects and requisitions instructional materials, books, etc., and maintains inventory records.
- Maintains professional competence through in-service education activities provided by the District and/or in self-selected professional growth activities.
- Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.
- Communicates with parents and school counselors on student progress.
- Cooperates in school-wide supervision of students during out-of-classroom activities.
- Participates in faculty and/or District committees and the sponsorship of student activities.

QUALIFICATIONS GUIDE

CREDENTIAL: Valid Montana Credential or license authorizing service in grade levels and areas assigned.

EDUCATION: Bachelor's degree, including all courses to meet credential requirements.

EXPERIENCE: Student teaching, internship, or full-time teaching experience.

PERSONAL QUALITIES: Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professionals who have observed the characteristics, scholastic attainment and classroom performance of the teacher.

QUALIFICATION REQUIREMENTS:

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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