

Somerset County Public Schools

Job Description

Job Title: Secondary Visual Arts Teacher
Department: Secondary Education
Reports To: Building Principal
FLSA Status: Exempt
Prepared By: Dave Elebash/Beth Whitelock
Prepared Date: April 19, 2011
Approved By: **Board of Education**
Approved Date: **June 14, 2011**

I. Summary

Plans and provides for appropriate learning experiences for students; provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of students to ensure success for every student; implements instruction in a manner consistent with the Goals and Mission of Somerset County Public Schools including understanding, modeling and fostering independent thinking skills, creative problem solving and abstract reasoning; and develops, selects and modifies instructional plans and materials to meet the needs of all students by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Building Principal, Secondary Education Supervisor or another Administrator.

- Teaches subject area according to curriculum guidelines based on Maryland State Fine Arts Curriculum, Core Learning Goals and Maryland Common Core Standards.
- Establishes learning objectives consistent with appraisal of student needs.
- Plans and implements lessons that include all essential components of a good math lesson as defined by SCPS.
- Incorporates formative assessment data into daily and long term planning and decision making.
- Uses a variety of teaching techniques and strategies to provide active engagement of students.
- Diagnoses the learning needs of students on a regular basis for the purpose of prescribing appropriate learning objectives and interventions.
- Uses technology as an integral part of Visual Arts instruction.
- Collaborates with other faculty in delivery of appropriate instructional approaches.
- Develops reasonable rules of classroom behavior and procedures and maintains order in the classroom in a consistent and fair manner.
- Takes all necessary precautions to provide students with a safe and secure environment.

- Facilitates in the resolution of problems that might arise with students and parents. Ensures that adequate communication is kept with parents.
- Participates in school management and shares responsibility for the total school program.
- Plans and supervises purposeful assignments for instruction assistants and volunteers.
- Reports student progress objectively and consistently with students and parents.
- Maintains accurate and complete records as required by law and Somerset County Public Schools' policies.
- Follows procedures to requisition textbooks and instructional materials.
- Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual.
- Participates in After School Professional Development meetings as directed by building principal.
- Participates in professional development offered by the school district. Keeps up to date with evolving Math trends.
- Serves on after school committees voluntarily and at recommendation of building principal.
- Strives to maintain and improve professional competence.

III. Qualifications

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.

A. Education and/or Experience

Bachelor's degree (B.A.) from an accredited four year college or university in applicable field of education.

B. Certificates, Licenses, Registrations

Current Maryland State Teaching Certificate with certification in Art.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Must have excellent oral and written communication skills. Ability to effectively present information and respond to questions from groups of students, administrators and the general public.

D. Mathematical Skills

Ability to apply concepts of basic algebra and geometry.

E. 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.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Project Management software; Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand job knowledge.

G. Other Skills and Abilities

Ability to motivate others to perform well and give performance feedback. Must have ability to provide instruction that reflects multiple perspectives and multi-cultural education.

H. Other Qualifications

Must be dependable. Ensures work responsibilities are covered when absent. Arrives to class and meetings on time.

IV. 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. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.