

The Howard County Public School System

Job Analysis

JOB TITLE: High School Teacher

DOT/O*NET Code: 091.227-010/31308

POSITION INFORMATION

Summary of Duties: The Teacher at the high school level (9-12) is responsible for planning and implementing educational activities in a particular subject area, managing the classroom, monitoring students, and evaluating student outcomes. He or she is responsible for communicating with all parties involved in the education of the student. The High School Teacher serves on special committees on a volunteer basis, and participates in mandatory team meetings and in-service trainings. This is a 10-month position.

Essential Job Functions:

- Prepare/set-up classroom prior to the first day of school.
- Take attendance, distribute activity and school information
- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of students.
- Prepare and implement lessons plans, providing for appropriate learning experiences for each student.
- Research and order course-related instructional materials.
- Coordinate with special education teachers for instruction and activities for special education students, and attend I.E.P./504 meetings.
- Establish and enforce classroom rules of conduct; supervise students in a variety of school-related settings.
- Document student behavior and make necessary referral.
- Participate in mandatory curriculum-based team meetings.
- Serve on at least one committee, and fulfill responsibilities of committee membership.
- May participate in an academic enrichment program in rotation with other teachers.
- Monitor and evaluate student outcomes.
- Maintain student records following established procedures and practices.
- Prepare interim progress reports and quarterly report cards.
- Prepare information sheets for participation in parent-teacher conferences.
- Communicate and interact with students, parents, staff, and the community.
- Monitor use and care of equipment, materials, and facilities.
- Plan and coordinate field trips following established procedures.
- Attend in-service trainings and county workshops.
- Prepare lesson plans and materials for substitute teachers; include seating charts, class lists, and any special instructions related to students' special needs.
- Maintain teacher website related to their classes.
- Create emergency lesson plans as required.

- Provide instructional materials to home and hospital teachers.
- Maintain regular, on-time, attendance.
- Accommodate visitors to the classroom.
- Knowledge of emergency plans for the school, such as lockdown procedures.
- Participate in fire drills, as required.
- May participate in mentoring program
- May have student aide; provide instruction and assessment.
- May be asked to prepare college recommendations for students.
- May sponsor a club on a volunteer basis.
- May participate in student teacher/intern program.

Machinery, Tools, Equipment, Work Aids Used:

- Overhead Projectors
- LCD Projectors
- Screens
- Computers; laptop assigned to each teacher
- Televisions, Video Cassette Recorders, Cassettes, DVDs
- Carts for moving heavy audio-visual equipment
- Earphones
- Scantron Machine
- Microphone
- Telephone
- Posters
- Maps and charts
- Laminator
- Poster Maker
- Die Cut Machine
- Chalkboard; chalk
- Pointer
- Photocopier
- Calculator
- Timer
- Ladder or Stepping Stool
- Books
- Paper; Writing implements
- Tape, adhesive, thumb tacks, stapler
- Walkie-Talkies

Products/Materials Handled:

- All items listed above under machinery, tools, equipment, work aids used.

EDUCATIONAL/VOCATIONAL PREPARATION

- Bachelor's Degree in a related field

REQUIRED CERTIFICATES/LICENSES

- Current Maryland Teaching Certification

- Fulfill requirements to maintain certification

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of subject area.
- Knowledge of principles and methods for curriculum design and presentation.
- Understanding of differences in ability and differences in learning styles.
- Skill in conveying information effectively to different ability levels and learning styles.
- Skill in developing or selecting and using instructional methods and materials.
- Ability to use logic and reasoning to appropriately handle problems that arise.
- Ability to communicate effectively both orally and in writing, to students, parents, and staff members.
- Ability to effectively manage the classroom.
- Ability to maintain a positive attitude and calm manner.
- Ability to remain flexible with changes in routine or plans.
- Knowledge of computers and software.

JOB SITE ENVIRONMENT

Work Site

- Inside: 98%
- Outside: 2%

Temperature Factors

- Exposed to weather conditions when outside of the school building.

Noise Factors

- Occasional noise from large groups of students, bells, or alarm systems.

Vibrations

- N/A

Air Quality Factors

- May be exposed to fumes from laminating machine.

Working Surface

- Flat, tile or carpeted floors
- Stairs
- Ground, cement and paved surfaces outside

PHYSICAL REQUIREMENTS – High School Teacher

Non-Material Handling:											
Not Required		Rarely <1%		Infrequently <8%		Occasionally <33%		Frequently <66%		Constantly >67%	
	N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the shift</i>				
Bend			X				May need partial bending for 5 to 30 sec at a time to work with students at table height. May be used to store or retrieve files or materials in a low file drawer cabinet below counter height. Alternatives to bending may include sitting on a stool, squatting, and kneeling.				
Squat			X				Similar to bending. Alternatives to squatting may include sitting, bending, and kneeling.				
Kneel		X					Similar to bending. Alternatives to kneeling may include sitting, bending, and squatting.				
Crawl	X						Not required.				
Balance			X				Most surfaces are indoors, level and even.				
Reach Above Shoulder			X				May be needed to store or retrieve files or materials.				
Sit				X			Sitting is usually limited to brief periods during the day and for prolonged periods (up to 45 min for planning periods).				
Stand						X	Usually performed (alternating with walking) for 75 to 80% of the instruction periods (Many tasks can be adapted to sitting).				
Walk				X			Usually needed intermittently for brief walking throughout the day with infrequent longer walks. More frequent longer walks may be required depending on activities and location.				
Running	X						Not required.				
Alternate Sit/Stand				X			Often needed during instructional periods.				
Hand Dexterity						X	Needed constantly (examples include turning pages, handwriting, keyboarding, manipulating files, use of the telephone, operating office tools and machines; and manipulating small and medium size objects)				
Hand Controls			X				May be needed to operate office equipment.				
Foot Controls	X						Not usually needed.				
Stair Climb		X					May be needed in some locations to travel between floors. An elevator is usually available.				
Ladder Climb		X					May need to use a stepladder when setting up or closing down a classroom.				
Driving		X					May be needed for meetings, home teaching and special occasions.				

Material Handling:											
Not Required		Rarely <1%		Infrequently <8%		Occasionally <33%		Frequently <66%		Constantly >67%	
Repetitions per day		1-10		<25		<100		100-500		500+ per day	
	N	R	I	O	F	C	In pounds				
Lift											
Floor to Knuckle		20	10	--	--	--	Needed to handle books, equipment and supplies, or files. Alternatives to heavy lifting include dividing the load, assistance from student aide or custodial worker, or sliding the container. Help is available from the custodial staff for heavy lifting.				
10 in. to Knuckle			20	10	5	3					
Knuckle to Shoulder			15	5	1	--					
Shoulder to Overhead		15	7	5	1	--					
Push		--	15	7	--	--	Needed to open and close doors, and move a cart.				
Pull		--	15	7	--	--					
Carry		--	--	20	--	--	May be needed to move books, folders, equipment or supplies. A cart is available.				

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, M.A. CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date