



**Jefferson Academy**  
**11251 Reed Way**  
**Broomfield, CO 80020**

**Job Title:** Secondary Teacher – Grades 7-12

**Salary Range:** [Salary Schedule](#)

Potential for additional duty pay for club or activity sponsorship Benefits include medical, dental, vision, life insurance, voluntary short-term disability, CO Pera Retirement, Jeffco Empower Retirement, and Paid Time Off

**Date Prepared:** January 3rd, 2023

**FLSA Status:** Exempt

**Work Year:** 185 Days

**Location:** Secondary Campus

**Reports to:** Principal

### **Summary**

Responsible for establishing, instructing, and maintaining a learning environment for students using curriculum for grades 7-12. Prepare lessons and engaging units which encourage students to utilize critical thinking skills, collaborative discussions and imagination. May be required to teach electives courses based on need and experience.

### **Essential Duties and Responsibilities**

This position is responsible for providing a content rich curriculum specifically in a subject matter for grades 7-12.

Demonstrate mastery of related subject matter, instructional skills, and resource materials.

Engage in collaborative planning with grade level and elective/specials teams.

Maintain a safe, organized classroom that supports students' learning and collaboration.

Monitor and maintain a positive classroom environment that supports school-wide behavior expectations.

Establish and maintain appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.

### **Education and Experience**

Bachelor's or Master's Degree in Education or content area is required. Completed secondary PLACE/Praxis II exam may be required..

### **Certificates, Licenses, Registrations**

Current Colorado-certified teaching license with a secondary subject specific endorsement or ability to obtain Colorado license is required.

### **Skills, Knowledge, and Equipment**

Ability to be flexible and collaborate with multiple teams and/or other elective/special teachers. Active listening and problem-solving skills. Well-developed interpersonal, communication, and presentation skills. Ability to work independently. Excellent prioritization and organization skills. Basic computer skills and ability to operate office equipment.

**Decision Making**

Work is primarily assigned by the Secondary Principal. This position requires the ability to make decisions and follow instructions of the Principal and school guidelines. Errors in decision making could lead to incorrect grades on papers, improper instructions for students, or improper behavior management of students. Decision making requires collaboration with the teaching staff. Work is guided by school policies and procedures.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms, and talk and hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment**

The work environment described here represents what an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.*

*Revised January 2023*