

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
High School Teacher	181 days
REPORTS TO:	DIRECTLY SUPERVISES:
Building Administrator	N/A
(Summary) JOB DESCRIPTION:	
Under direction of the school principal and/or appropriate supervisor, teaches and instructs students in grades 9 through 12 in high school academic subject matter, social, emotional, behavioral and educational skill areas.	
EDUCATION TRAINING AND EXPERIENCE:	
Bachelor's degree in applicable field of education from an accredited college or university	
CERTIFICATE / LICENSE REQUIRED:	
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate Secondary subject area and level. Endorsements: Bilingual, ESL, Secondary school when required	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ol style="list-style-type: none"> 1. Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives 2. Participates in district and school-based professional development activities 3. Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to learn, observe, question, and investigate 4. Instructs students individually and in groups using various teaching methods such as lectures, discussions and demonstrations 5. Adapts teaching methods and instructional materials to meet students' varying needs and interests 6. Takes all necessary safety precautions to protect students, equipment, materials and facilities 7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community 8. Monitors and assesses student progress and adjusts student instruction accordingly 9. Makes recommendations about appropriate accommodations for all types of formal assessments 10. Establishes and maintains standards of student behavior needed to achieve a positive learning environment in the classroom 	
MINIMUM QUALIFICATIONS STANDARDS:	
<ol style="list-style-type: none"> 1. Must meet the "highly qualified" criteria as defined by the <i>No Child Left Behind Act of 2001</i>. 2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology. 	

<i>For internal use only</i>		JOB CODE: 1289
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
05/19/2009	00/00/0000	00/00/0000
FILE NAME:		
High School Teacher		

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
High School Special Education Teacher	181 days
REPORTS TO:	DIRECTLY SUPERVISES:
Building Administrator	N/A

(Summary) JOB DESCRIPTION:

Under direction of the school principal and/or appropriate supervisor, the special education teacher provides direct instruction and instructional support to students with disabilities and work in collaboration with the general education teacher. Assists in the development of Individual Education Programs (IEP). Implements all district Special Education procedures.

EDUCATION TRAINING AND EXPERIENCE:

Bachelor's degree in applicable field of education from an accredited college or university

CERTIFICATE / LICENSE REQUIRED:

Certificate required by the Rhode Island State Department of Education. Current Rhode Island Special Educator Certificate in appropriate level. Middle/Secondary special education with Secondary Content and M/S Content Endorsements if not grandfathered. Endorsements: bilingual, ESL, when required.

DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:

1. Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives
2. Participates in district and school-based professional development activities
3. Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to learn, observe, question, and investigate
4. Instructs students individually and in groups using various teaching methods such as lectures, discussions and demonstrations
5. Adapts teaching methods and instructional materials to meet students' varying needs and interests
6. Knowledgeable in the use and implementation of assistive technology
7. Takes all necessary safety precautions to protect students, equipment, materials and facilities
8. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community
9. Monitors and assesses student progress and adjusts student instruction accordingly.
10. Makes recommendations about appropriate accommodations for all types of formal assessments
11. Makes recommendations and collaborates with all staff about the types of accommodations, adaptations, special resources, courses, classes, and classroom adjustments that are appropriate for each special education student
12. Develops IEPs and Transition IEPs in accordance with state and federal regulations
13. Creates and implements behavior intervention plans needed to achieve a positive learning environment
14. Schedules three year re-evaluations for students with disabilities in accordance with state and federal regulations
15. Participates in the annual transition data collection surveys as mandated by State regulations

MINIMUM QUALIFICATIONS STANDARDS:

1. Must meet the “highly qualified” criteria as defined by the *No Child Left Behind Act of 2001*.
2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry- specific technology.

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JOB CODE: 1324

DATE(s) CREATED:

DATE(s) REVIEWED:

DATE(s) REVISED:

05/20/2009

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FILE NAME:

High School Special Education Teacher

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
Guidance Counselor, High School	181 days (up to 5 additional days)
REPORTS TO:	DIRECTLY SUPERVISES:
Building Administrator	N/A
(Summary) JOB DESCRIPTION:	
Under direction of the school principal and/or appropriate supervisor, provides comprehensive developmental guidance and counseling services to students in the area of academic achievement, career and educational decision making and personal/social development.	
EDUCATION TRAINING AND EXPERIENCE:	
Bachelor's degree in applicable field of education from an accredited college or university.	
CERTIFICATE / LICENSE REQUIRED:	
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate subject area and level. School Counselor PK-12 Certificate	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ol style="list-style-type: none"> 1. Implements the district's Comprehensive Developmental School Counseling Program and ensures that students achieve the competencies included in that program 2. Serves as a resource to advisors and faculty 3. Consults with teachers regarding individual and classroom behavior issues, as requested 4. Coordinates the interviews of students with potential academic progression difficulties 5. Follows-up on A-8 forms from classroom teachers and works with Home Visitors for cases that need follow-up beyond a phone call 6. Participates in Evaluation and Teacher Support Teams, as needed 7. Interprets test results and school records of students for parents and other faculty members 8. Coordinates the administration of testing, as necessary 9. Counsels students regarding educational and career planning 10. Counsels students with personal/social issues and refers them to appropriate community agencies 11. Helps to de-escalate emotional situations using counseling skills 12. Meets with parents to discuss academic and career-related issues 13. Meets with parents and assists with referring to community agencies, as needed 14. Serves as a resource to parents (e.g., information sharing) and an advocate for students 15. Confers with community agencies 16. Schedules students into classes and assists principal with Master Schedule, as needed 17. Participates in grading activities (e.g., collecting data sheets) 18. Writes college recommendations for students 19. Provides information for college application process (e.g., class rank) 20. Visits colleges and universities and forms strong working relationships with their admissions staff 21. Submits reports as directed in a timely fashion 22. Performs other duties as designated by the building administrator 	

MINIMUM QUALIFICATIONS STANDARDS:

1. Must meet the “highly qualified” criteria as defined by the *No Child Left Behind Act of 2001*.
2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.

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JOB CODE: 1501

DATE(s) CREATED:

DATE(s) REVIEWED:

DATE(s) REVISED:

05/19/2009

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00/00/0000

FILE NAME:

Guidance Counselor, High School

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
Army Instructor (Assistant JROTC Teacher)	181 days
REPORTS TO:	DIRECTLY SUPERVISES:
Senior Army Instructor	N/A
(Summary) JOB DESCRIPTION:	
Under direction of the Senior Army Instructor (SAI), assists the SAI in the coordination, logistics, supervision, and teaching of and the U.S. Army Junior Reserve Officer Training Corps (JROTC) Program which is NOT a recruiting forum, but rather a citizenship, character, and leadership development program focused on keeping students in high school through graduation. Additional emphasis is placed on teaching success skills necessary to succeed at the post-secondary education level.	
EDUCATION TRAINING AND EXPERIENCE:	
Bachelor's degree in applicable field of education from an accredited college or university.	
CERTIFICATE / LICENSE REQUIRED:	
Certificate as a Secondary Education Teacher required by the Rhode Island State Department of Education. Must have a current Rhode Island Teacher Certificate, or be willing to obtain one in an appropriate subject area (e.g., Social Studies) for grade level 9 through 12. Can be hired with an Emergency Certificate pending full certification as long as all other basic requirements are met.	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ol style="list-style-type: none"> 1. Instructs students enrolled in the program utilizing the nationally certified JROTC curriculum. 2. Has primary responsibility for the logistical aspects of the program under supervision of the SAI 3. Coaches & mentors cadets in an active program of JROTC extra-curricular activities which meets Cadet Command requirements, and the needs of the cadets in the program 4. Takes all necessary safety precautions to protect students, equipment, materials and facilities 5. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community 6. Motivates and encourages students to develop skills, attitudes and knowledge needed to provide a foundation for becoming a responsible citizen 	
MINIMUM QUALIFICATIONS STANDARDS:	
<ol style="list-style-type: none"> 1. US Army Cadet Command evaluates the eligibility and suitability of personnel to serve as Junior ROTC Instructors. Visit website: http:// www.armyjrotc.com and thoroughly familiarize with Instructor Qualifications 2. Must be a US Citizen in a retired status from the US Army entitled to and drawing retirement pay. This is a US Code Title 10 requirement. Instructors are employed and paid by the school district, and not the US Army; however, the Army cost-shares the salary with the district 3. Be in the retired grade of E-7 to E-9; WO1 – MWO 4. Must be able to continue to meet Army standards 5. Have no record of courts-martial, civil conviction, or lost time; must accomplish a security background check 6. Must submit supporting documentation and current DA photograph to Instructor Management, US Army Cadet Command 	

7. Must submit a written communication sample
8. Must be an expert in “Sergeants’ Business” keeping in mind that instructors are dealing with developing adolescents; not with soldiers
9. Must be able to patiently and calmly deal with frustrations as you teach, coach, and mentor cadets to meet the program’s high, but achievable standards for high school students
10. Must be interviewed by a certified Army Instructor Interviewer prior to being interviewed by a district / school interview board

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FILE NAME:		
Army Instructor (Assistant JROTC Teacher)		