

JOB DESCRIPTION

Teacher

DIVISION: Office of Schools	GRADE: Teacher
DEPARTMENT: Schools	WORK DAYS: 202
REPORTS TO: Principal	FLSA STATUS: Exempt
CLASSIFICATION: Certified	DATE: 4/15/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Teacher utilizes current strategies and theories to plan, organize and implement structured lessons to instruct K-12 students.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's Degree from an accredited institution in a related field required.
- Master's, Specialist, or Doctorate Degree from an accredited institution in a related field preferred.

CERTIFICATION/LICENSE:

- Must hold or be eligible for a certificate issued by the state's Professional Standards Commission for the course(s) taught or be eligible to participate in the district's non-certification pathway.

WORK EXPERIENCE:

- Work experience gained through education and certification/license requirements.

KNOWLEDGE, SKILLS & ABILITIES

- Communication.
- Instructional strategies that connect the curriculum to the learner.
- Student management.
- Demonstrated ability to work well with students, staff, and parents in a professional manner
- Ability to be flexible and adapt as needed between in-person learning environments.
- Knowledge of school safety & security procedures
- Excellent writing and communication skills

- Ability to work under pressure and meet deadlines

ESSENTIAL DUTIES

- Instruct students in an in-person classroom environment through lectures, discussions, visual aids, instructional strategies and other effective teaching methods for student comprehension.
- Prepares lessons and outlines to use in class that effectively cover the material.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Administers various types of assessments to monitor student's comprehension of the material.
- Administer and/or supports state and local testing processes and policies.
- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
- Assist students who need extra help with tutoring. Guides and counsels students with adjustment or academic problems or special academic interests.
- When in an in-person classroom environment, responsible for daily classroom clean up and wiping down surfaces to uphold sanitation standards as required for safe school environment.
- Monitors students in the classroom, at lunch or throughout the school by maintaining order and discipline.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Performs various administrative duties such as taking attendance, organizing the classroom, and responding to emails and phone calls from parents, school administrators, and staff in a timely manner.
- Collaborates with other teachers and administrators to develop, evaluate, and revise academic programs following approved curricula.
- Coordinates in-person conferences with parents and guardians to review student's performance, behavior and other issues.
- Attends in-person faculty meetings, teacher training workshops and educational conferences to maintain and improve professional competence.
- Maintain accurate, complete, and correct student records as required by laws, district policies, and administrative regulations.
- Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
- Assists with training volunteers in-person.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between in-person and various classroom learning environments.