

USD 416 Job Description-Teacher

TITLE: Teacher

PURPOSE AND OBJECTIVES OF THE POSITION: The classroom instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the classroom instructor must work closely with other staff and the administration of U.S.D 416.

RESPONSIBLE TO: Principal

SUPERVISES: Students, teacher aides and volunteers as assigned

PAYMENT RATE: According to the negotiated agreement

ESSENTIAL JOB FUNCTIONS:

1. Supports the philosophy and vision of U.S.D. 416.
2. Facilitates the intellectual, personal, and social development of students.
3. Establishes a positive learning environment and respond to the individual needs of students.
4. Ensures that all activities conform to district and building policy guidelines.
5. Communicates effectively with all members of the school district and community.
6. Works effectively with community organizations and agencies.
7. Reacts to change productively and handle other tasks as assigned.
8. Supports the value of an education.

SECONDARY RESPONSIBILITIES: Experience developed in using various computers and computer programs, including attendance and grade software.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- a. Bachelor's degree from an accredited college/university
- b. Current Kansas State Teaching License/Certificate on file in the central office.
- c. Health and Inoculation Certificate on file in the central office.
- d. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
- e. Desire to continue career improvement through ongoing staff development, etc.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): Classroom

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors.
5. Must work in noisy and crowded environments.

GENERAL RESPONSIBILITIES:

1. Attends staff meetings and serves on staff committees as requested.
2. Demonstrates willingness to assume leadership positions.
3. Plans and implements effective lessons, using time, materials and resources effectively.
4. Plans a program of study that follows district guidelines, and, as much as possible, meets the individual needs, interests and abilities of students.
5. Participates in and implements staff development activities to stay informed of latest effective schools research.
6. Implements researched-based teaching strategies that engage all students.
7. Motivates students through effective communication and evaluative feedback.
8. Displays a thorough knowledge of curriculum and subject matter.
9. Works cooperatively with peers, administrators, and community members in planning and implementing curriculum.
10. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
11. Demonstrates awareness of the needs of students and provide for individual differences.
12. Guides the learning process toward the mastery of curriculum goals, and establishes clear objectives for all lessons, units, and projects that are clearly communicated to students.
13. Responsible for teaching state standards and tested indicators in curriculum areas tested.
14. Demonstrates knowledge of school improvement plans and strategies.
15. Set high expectations for student achievement and behavior.
16. Handles disciplinary cases as necessary and assists other teachers with their discipline plans.
17. Implements frequent assessments of student progress and communicate progress to students and parents.
18. Demonstrates effective interpersonal relationships with others.
19. Counsels with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
20. Establishes and maintains a positive climate for learning through appropriate researched-based classroom management strategies.
21. Develops and publishes classroom rules, guidelines, and expectations for student behavior.
22. Improves on current curriculum and instructional practices.
23. Coordinates and supervises field trips.
24. Is responsible for contact with parents when student is experiencing academic or behavior problems.
25. Initiates and maintains positive involvement with parents.

26. Assists with the activities of student organizations.
27. Informs administration immediately of any conditions detrimental to the health, safety, or orderly delivery of educational process.
28. Assists in the referral and diagnoses of students with learning difficulties, seeking assistance from district specialists as required.
29. Attends and assists when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
30. Works positively toward meeting identified district and building improvement goals.
31. Plans and supervises purposeful assignments for teacher aid(s) and/or volunteer(s) and evaluates their job performance.
32. Obtains advance approval of the principal for all activities and expenditures.
33. Adheres to all district and building health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan and Building Crisis Plan.
34. Performs other duties as assigned by the principal, or other administrative staff.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing			X	
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

EQUIPMENT (*Machines, devices, tools, etc. used in job performance:*

computers, telephone/fax, copier, laminator, bindery machine as needed

TERMS OF EMPLOYMENT: Negotiated contract

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the USD 416 Board of Education's policy on Evaluation of Professional Personnel and/or the district's Negotiated Agreement