



## TEACHER CLASSIFICATION DESCRIPTION

Job Classification Title:	<b>Teacher</b>	
Working Title(s):	N/A	
FLSA Status:	Exempt	Pay Grade: C42
<i>This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the District.</i>		

### **JOB CLASSIFICATION SUMMARY**

Responsible for teaching students in subjects as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a professional level classification responsible for teaching grades and subjects as assigned, excluding STEM and Special or Gifted Education. Provides motivation; establishes rapport with students; teaches District-approved curriculum; instructs students in basic subject-matter and citizenship; develops lesson plans and instructional materials; provides individual and group instruction.

### **ESSENTIAL DUTIES**

*The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the District's needs.*

*\* In-person attendance is an essential function of this classification unless assigned to virtual school*

- Based upon assignment, prepares and delivers instruction appropriate to the student population including differentiated curriculum to address learning styles, behavior problems, and students with special needs; determines instruction techniques, strategies, and methods; schedules activities;
- Develops and implements curriculum including determination of instructional resource use and delivery; and/or functions as a Teacher Specialist serving as a dedicated resource for addressing specialized needs in areas such as math, literacy, technology, prevention, curriculum, and library management;
- Based upon assignment, develops specialized curriculum across the District and/or plans for differentiated curriculum for and instruction of special needs students across content areas including making adaptations and determining instructional strategies with collaboration of other teachers, sign language, and other interpreters, administrators and allied health providers; and writes and modifies curriculum content within the context of both classroom teaching and dedicated services provided by Teacher Specialists;
- As assigned, develops, reviews, revises and implements Individual Education Plans (I.E.P.s); evaluates student behavior and performance including attendance and other record keeping; supervises students in school settings and provides feedback to parents, counselors, administrators, and health providers; plans and shares curriculum; and designs and delivers in-service training;



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- As assigned, performs clerical duties such as copying, cutting, laminating, filing, word processing, data entry, and ordering and delivering materials and assists with hygiene needs of students;
- As assigned, prepares classrooms and other educational settings for instruction and coaching including creating bulletin boards, storing materials and disassembling and cleaning as necessary; coordinates technology and equipment including troubleshooting problems and cleaning equipment; and prepares brochures and other written material to support program implementation, student learning and/or staff development;
- As assigned, reviews and researches curricula; designed staff development programs; develops and manages budgets and expenditures; and coordinates special peer coaching and mentoring programs;
- As assigned, participates in school and learning-related extracurricular activities; assists in the review, adoption and maintenance of District materials; trains staff on the use of programs, models, technologies, and other materials; and coordinates career ladder programs and evaluation; and,
- Performs related work as assigned.

### **KNOWLEDGE**

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, and statutes.
- District policies, procedures, organization structure and school requirements.
- Subject matter expertise in area of assignment.
- Behavior management techniques.
- Teaching principles and practices.
- Individual Educations Plans (I.E.P.s) and assessment tools.
- Child development.
- Safety procedures.

### **SKILLS**

- Working under pressure to meet timelines and handling multiple and changing priorities.
- Teaching, designing instructional curriculum and materials and providing educational leadership.
- Managing behavioral problems.
- Communicating effectively, both orally and in writing.
- Customer service and public relations.
- Counseling, conflict resolution and problem solving.
- Interpreting and applying laws, regulations, codes, and policies.
- Use of a variety of computer-based technologies and other equipment.
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



**MINIMUM QUALIFICATIONS** (for new hires at job entry)

Education and Experience:

Bachelor's degree in education and/or field of teaching expertise; or an equivalent combination of directly-related education and experience.

Required Certifications/Licenses:

- Valid Arizona Teaching Certificate and appropriate endorsements for content or grade level of instruction.
- Arizona Fingerprint Clearance Card (FPCC).

**CLASS HISTORY INFORMATION**

Created: 11/2021

Amendments:



## TEACHER PHYSICAL & ENVIRONMENTAL FACTORS

### **OVERALL PHYSICAL STRENGTH DEMANDS:**

<b>Physical Strength for this classification is indicated below with an "X"</b>	
<input checked="" type="checkbox"/>	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
<input type="checkbox"/>	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
<input type="checkbox"/>	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
<input type="checkbox"/>	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
<input type="checkbox"/>	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

### **PHYSICAL DEMANDS:**

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

<b>Physical Demand</b>	<b>Brief Description</b>	<b>C</b>	<b>F</b>	<b>O</b>	<b>R</b>	<b>N</b>
Standing	Communicating with co-workers, observing work site, observing work duties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	Desk work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	To other departments/offices/office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	Supplies, files	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	Supplies, files	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	File draws, tables and chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	For supplies, for files	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling	Paperwork	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling	Under equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending	Filing in lower drawers, retrieving items from lower shelves/ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	From computer to telephone, getting inside vehicles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	Stairs, step stool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balancing	On step stool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision	Reading, computer screen, driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	Communicating with co-workers and public and on telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foot Controls	Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (Specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## TEACHER PHYSICAL & ENVIRONMENTAL FACTORS

### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:**

Basic office tools and equipment.

### **ENVIRONMENTAL FACTORS:**

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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Health & Safety Factors	D	W	M	S	N	Health & Safety Factors	D	W	M	S	N
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Respiratory Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extreme Temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Noise and Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wetness/Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Physical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Physical Danger or Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Other (Specify Below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

### **PROTECTIVE EQUIPMENT REQUIRED:**

None.

### **NON-PHYSICAL DEMANDS:**

<b>C</b> Continuously 2/3 or more time	<b>F</b> Frequently 1/3 to 2/3 of time	<b>O</b> Occasionally Up to 1/3 time	<b>R</b> Rarely < 1 hour per week	<b>N</b> Never Never occurs
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Description of Non-Physical Demands	C	F	O	R	N
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Work Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify Below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## TEACHER PHYSICAL & ENVIRONMENTAL FACTORS

### PRIMARY WORK LOCATION

<input type="checkbox"/>	Office Environment
<input type="checkbox"/>	Warehouse
<input type="checkbox"/>	Shop
<input type="checkbox"/>	Recreation/Neighborhood Center
<input type="checkbox"/>	Vehicle
<input type="checkbox"/>	Outdoors
<input checked="" type="checkbox"/>	Other (Specify Below)
	Classroom environment



## TEACHER ACKNOWLEDGEMENT

### SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and find it to be an accurate representation of the demands of the classification.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the classification change.