

# Vandalia Butler City School District

## Job Description

#312

<b>Job Title:</b>	Teacher
<b>Reports to:</b>	Principal
<b>Job Objective</b>	Plans, implements, and assesses student learning experiences. Helps students make appropriate choices and grow academically. Plans, implements, and assesses academic services to help students meet state academic content and performances standards.
<b>Supervisory Responsibility</b>	
<b>Working Conditions</b>	<p>To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.</p> <ul style="list-style-type: none"> <li>• Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.</li> <li>• Exposure to adverse weather conditions and temperature extremes.</li> <li>• Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.</li> <li>• Exposure to blood-borne pathogens and communicable diseases.</li> <li>• Interactions with aggressive, disruptive, and/or unruly individuals.</li> <li>• Operating and/or riding in a vehicle.</li> <li>• Lifting, carrying, and moving work-related supplies/equipment.</li> <li>• Traveling to meetings and work assignments.</li> </ul>
<b>Performance Evaluation</b>	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Vandalia-Butler School District Board of Education.

### Minimum Requirements:

- Valid state department of education license/certificate appropriate for the position.

### Qualifications:

- Meets Highly Qualified Teacher (HQT) requirements.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology, educational trends, and state/federal special education laws.

**Abilities Required:** *The following personal characteristics and skills are important for the successful performance of assigned duties.*

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.

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- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals

**Essential Functions:** *The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.*

- Prepares the classroom or designated area for instruction. Teaches assigned classes.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.
- Maintains a thorough understanding of subject matter. Organizes appropriate subject content and learning goals. Develops lesson plans that align with state standards, the district's adopted courses of study/curriculum goals, sequences, and individualized education plan (IEP) objectives.
- Evaluates the academic needs of students. Develops effective student educational experiences that engage and stimulate student learning. Varies instructional techniques to address diverse student learning styles.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/performance standards.
- Uses formal and informal assessment strategies to manage student learning and monitor progress.
- Helps students identify and make use of supplemental instructional/media resources.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Maintains a positive learning environment. Plans student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Evaluates student achievement/performance. Prepares progress reports.
- Facilitates parental involvement. Consults with parents as needed (e.g., phone calls, notes, e-mail, meetings, etc.).
- Upholds the student conduct code. Implements effective pupil management procedures.
- Consults with support personnel and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collects student data to assist with the evaluation team report (ETR). Meets paperwork deadlines.
- Helps the intervention specialist prepare an individualized education plan (IEP) for classroom students meeting eligibility requirements.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.
- Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.
- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.
- Maintains accurate records and submits reports and required paperwork on time.

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- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, committees, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of delays or absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

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