

# Job Description

Francis Howell School District

## Teacher

### Purpose Statement

The job of Teacher is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This Job reports to Assigned Supervisor

### Essential Functions

- Adapts classroom work for the purpose of providing students with instructional materials and methods that address individualized learning plans, 504 plans, etc. within established lesson plans.
- Administers developmental testing programs, subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- Assesses student progress towards learning goals and expectations for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Coordinates a variety of activities, as needed, (e.g. lesson plans, indoor and outdoor activities, etc.) for the purpose of ensuring the availability of equipment, materials and personnel to achieve objectives.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing effective lessons that address individual student requirements.
- Directs student teachers, paraprofessionals, volunteers, and/or student workers, as needed and or assigned, for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Instructs students in in-person and/or virtual environments as required for the purpose of improving their success in academic and interpersonal skills through a defined course of study.
- Maintains accurate, up-to-date information regarding student learning using the grading and data software implemented by the district for the purpose of generating appropriate grading and evaluation of student knowledge and content.
- Models conversation, manners, clean-up activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.
- Monitors students in a variety of educational environments (e.g. classroom, computer labs, assemblies, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes age appropriate indoor and/or outdoor activities for the purpose of ensuring student participation in learning activities.

- Participates in a variety of meetings (e.g. professional development, etc.) for the purpose of gathering and/or conveying information required to perform functions.
- Prepares a variety of written materials (e.g. grades, attendance, records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, discipline issues, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to school policies and procedures.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; operating various classroom equipment; minor troubleshooting of technology; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours; working in fast-paced environment; and meeting deadlines and schedules.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 50% walking, 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education (Minimum):** Bachelors degree in job-related area.

**Education (Preferred):**

**Required Testing**

None Specified

**Certificates and Licenses**

Designated Subject Matter Endorsement as needed  
Teaching Credential

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

None Specified

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

**Revised Date**

Empowering students to be lifelong learners prepared for the future.