

# GRAND ISLAND PUBLIC SCHOOLS JOB DESCRIPTION

Position Title:	Teacher, Certified
Job ID #:	31101 - 31169
Reports To:	Building Principal
FLSA Status:	Salaried Exempt
Salary Schedule:	Certified, GIEA



**Position Purpose:** Provide an appropriate educational atmosphere which encourages student learning, and the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturity in accordance with District philosophy, goals and objectives. Cultivate collaboration with other classroom teachers, as well as, non-instructional and district staff. Participate in the development and implementation of the District's Strategic Plan and School Improvement Plan for assigned school(s).

## Desired Characteristics:

- Demonstrate knowledge of teaching and learning of various audiences and group dynamics.
- Ability to use of computer/technology and applicable software
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to work with and cooperate with staff at all levels



## Job Responsibilities:

- Establish and enforce rules for behavior and procedures according to the building wide positive support plan for maintaining order among the students for whom they are responsible.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Adjust teaching methods and instructional materials to meet students' varying needs and interests.
- Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies.
- Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Prepare materials and classrooms for class activities.
- Assign lessons and correct homework.
- Enforce all administration policies and rules governing students.
- Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- Encourage students to explore learning opportunities and to persevere with challenging tasks.
- Prepare lessons, following curriculum guidelines or requirements of the State and the school district. Show written evidence of preparation upon request of immediate supervisors.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.

- Guide and counsel students with adjustment or academic concerns, or special academic interests.
- Meet with other professionals to discuss individual students' needs and progress.
- Prepare and implement remedial programs for students requiring extra help.
- Perform administrative duties such as assisting in school hallways, recess and cafeteria monitoring, and bus loading and unloading.
- Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

### Additional Job Responsibilities:

- Performs other duties as required by the supervisor.
- Serve as a role model to all students.
- Serve as a positive member of the community in a way that does not negatively affect the District's reputation or image in the community.
- Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
- Develop and maintain a positive and professional working relationship with other staff and administration.
- Adhere to all District policies, rules, regulations, and supervisory directives.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).



### Position Requirements:

- Bachelor's degree required. Must at all times during employment possess a Nebraska Teaching Certificate with such endorsements as required by NDE Rule 10 and all other certification and training as required or assigned.

**Essential Functions:** The essential functions of the position include (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified responsibilities and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and (3) the ability to perform the following physical requirements in the identified working conditions:

	Never (0%)	Occasional (1-32%)	Frequent (33-66%)	Constant (67%+)
Standing			X	
Walking			X	
Sitting			X	
Bending/Stooping/Squatting		X		
Reaching/Pushing/Pulling		X		

Climbing	X	
Driving	X	
Typing		X
Physical Tasks	X	
Lifting (25 lb max)	X	
Carrying (50 ft)	X	
Manual/Finger Dexterity Tasks	medium level	
Working Conditions	No exposure to hazards except those associated with travel between or being in schools.	

Grand Island Public Schools do not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.