

Teacher (K-12)

Reports to:	Building Principal
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	188 Days. Salary and work year to be established by the Board of Education.
Evaluation:	This position will be evaluated in accordance with provisions of the performance based evaluation for certified staff.
Compensation:	According to the certified staff salary schedule.

JOB SUMMARY:

Teachers are directly responsible to the building principal(s) for classroom instruction and supervision of students. The teachers' main responsibility is to lead students toward the fulfillment of their potential for intellectual, physical, social, and career development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Appropriate safety precautions to be used at all times while performing essential duties.
2. Communicate with all stakeholders in an effective and timely manner.
3. Work collaboratively with other staff members.
4. Assume responsibility for the safe condition of all assigned areas and/or equipment operated.
5. Maintain a safe and orderly classroom environment.
6. Maintain confidentiality in accordance with applicable law and district policy.
7. Follow established district policy and procedure at all times.
8. Promptly attend all scheduled and called meetings by the Administration.
9. Responsible for appropriate management of assigned students at all times.
10. Participate in the overall school community as appropriate.
11. Implement curriculum and related instructional programs for students associated with assigned teaching area.
12. Use data to develop comprehensive programs that meet student needs.
13. Provide appropriate learning experiences to assigned students that support the curriculum adopted by the Board of Education, and other suitable learning activities designed to promote independent and higher order thinking skills.
14. Develop and use instructional strategies and resources appropriate to deliver engaging lessons for students with a wide range of mental, physical, and emotional development levels.
15. Provide instruction designed to meet individual learning needs.
16. Provide formative and summative assessments to properly evaluate the academic (content and process) and social growth of students.
17. Maintain appropriate academic and student records including progress monitoring of students to adjust interventions.
18. Identify student needs and collaborate with other professional staff members in assessing and supporting students in all aspects of the learning process.
19. Create and maintain a classroom environment conducive to learning.
20. Maintain current and appropriate resources to deliver instruction.
21. Develop instructional strategies and lessons to encourage higher level thinking, problem solving, and relevance for assigned students.
22. Effectively communicate with all stakeholders of the school community.
23. Appropriately work with students, staff, and families, both individually and in groups, to address issues, needs, and barriers to success.
24. Maintain timely and accurate student records in accordance with legal requirements and district policy.
25. Attend and participate in all relevant student related meetings including but not limited to parent conferences, IEP meetings, 504 meetings, at risk meetings, and other meetings to promote student success in school.
26. Attend appropriate professional development opportunities to enhance instructional competence and student achievement.
27. Participate in curriculum and other developmental programs as required.
28. Serve on district and/or building committees as appropriate.
29. Keep current with changing trends, procedures, and laws to meet the essential duties of a teacher.

30. Follow established district policy and procedure at all times.
31. Maintain regular attendance to ensure continuity of instruction for assigned students.
32. Administer and/or monitor required standardized tests while maintaining appropriate protocol.
33. Travel and/or transport of equipment, materials, and tools between district facilities may be necessary in the performance of the essential duties.
34. Other duties as assigned by the Administration.

SUPERVISORY RESPONSIBILITIES:

This position does not require supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

1. Bachelor's degree or higher.
2. Appropriate Missouri teaching certification.

COMMUNICATION SKILLS:

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to use and teach mathematics commensurate with assigned position.

REASONING ABILITY:

1. Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.
2. Ability to extrapolate trends and related information from data sets.
3. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and District.
4. Identifies and resolve problems in a timely manner, gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
5. Ability to concentrate, think, read, and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Ability to accomplish tasks in a timely manner.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, supplies and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

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