

TEACHER

Job Description: Certificated

Adopted 06.10.93

QUALIFICATIONS: Certification by the Missouri Department of Elementary and Secondary Education.

REPORTS TO: Principal or supervisor as assigned.

JOB GOALS: To help students learn subject and/or skills that will contribute to their development as responsible citizens and foster positive attitudes toward learning.

TERMS OF EMPLOYMENT: Days of employment as stipulated on individual contracts with salary to be determined annually by the Board of Education. Each teacher may be assigned one or more activities to sponsor without an increase in salary.

EVALUATION: Performance evaluations will be conducted as per adopted board policy.

RESPONSIBILITIES:

1. Plan and organize work carefully; get materials, equipment and aids ready to begin class; make appropriate and adequate lesson plans; establish goals and make clear, concise assignments. He/she will keep complete and accurate classroom records.
2. Implement instructional objectives effectively by using a variety of techniques to provide for individual learning styles.
3. Maintain a high degree of subject matter knowledge, utilize educational research and adapt it to his/her teaching.
4. Maintain an encouraging and positive attitude toward teaching and student learning, while striving to motivate students.
5. Maintain students on the learning task until an acceptable level of achievement is accomplished. This achievement level will be recorded and available to parents.
6. Be prompt and accurate with all required reports including information necessary for his/her personnel file.
7. Practice professional ethics and demonstrate a high degree of responsibility. The teacher should be a role model for students.
8. Participate in faculty meetings, professional organizations, conferences, workshops and courses.
9. Comply with school and district regulations and policies.
10. Perform required out-of-class responsibilities assigned by the supervisor.
11. Be punctual in reporting to work and to his/her classroom. Responsibility for the students' safety and well-being is important; therefore, the teacher will be on duty at all times during the workday.
12. Teachers in the Rolla Public Schools will have duty-free lunch as much as feasible for sound district operation.
13. Supervising students in the classroom and other parts of the building in accordance with assignments will be an integral part of the teaching responsibilities.
14. Define reasonable rules for pupil conduct and require observance of these rules in order to establish an effective and safe learning environment. The teacher will manage student behavior in a constructive way.

15. Organize the classroom environment to interest, stimulate, and promote learning. The teacher will be sensitive to the physical and emotional needs of the individual student for maximum learning.
16. Keep an accurate up-to-date inventory of district books, equipment, and supplies.
17. Demonstrate a positive interpersonal relationship with the students, responding sensitively to their individual needs.
18. Demonstrate an attitude of composure, self-confidence and humor and be open to positive suggestions and not overly fearful of criticism.
19. Demonstrate positive interpersonal relations with the educational staff and work cooperatively with all staff members, while maintaining a high degree of personal and professional respect.
20. Demonstrate positive interpersonal relations with parents (i.e. initiation of parent/teacher conferences to improve classroom progress on behavior; inform parents of student activities and academic progress).
21. Demonstrate a positive interpersonal relationship with patrons and the community.
22. Be cognizant of classroom budgetary needs and develop lists of supplies and equipment needed during the year so a classroom budget can be developed to share with the principal.
23. Become informed of the requirements of the Special Education Compliance Plan so he/she can serve on the diagnostic teams and IEP committees for the appropriate students.
24. All other duties as assigned by supervisor(s).