



Teacher

FLSA STATUS

Exempt

POSITION SUMMARY

The job of Teacher is done for the purpose(s) of providing support to the instructional process by serving as a teacher with specific responsibilities of 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.

ESSENTIAL FUNCTIONS

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans 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.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations and student's achievements and developing methods for improvements and/or reinforcing classroom goals in the home environment.
- Assesses student progress toward objectives, expectations, and/or goals 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 and achieving established classroom objectives in support of the school improvement plan.
- Coordinates a variety of activities (e.g. field trips, transportation, lesson plans, substitute lesson plans, etc.) for the purpose of ensuring the availability of equipment, materials and personnel to achieve objectives.
- Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of academic and personal issues.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Implements individual learning plans (e.g. SIT 504, IEP, ILP, etc.) for the purpose of ensuring compliance with regulatory requirements, Child Find, established guidelines, and performance standards and encouraging parent involvement.
- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through the defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- 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, playground, field trips, halls, etc.) for the purpose of providing a safe and positive learning environment.

- Organizes age appropriate indoor and outdoor activities for the purpose of ensuring student participation in learning activities.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares and maintains a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, bullying, harassment, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, staff, parents, and community members, providing a positive learning environment and adhering to State Statutes and school policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing 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 and providing accurate information and/or direction.
- Supports colleagues for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

SUPERVISORY CONTROLS

This job reports to the Building Principal. This position may supervise student teachers, Paraprofessionals, volunteers and/or student workers as needed.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER COMPETENCIES

- Skills are required to perform 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; preparing and maintaining accurate records; analyzing data; applying assessment instruments; classifying data and/or information and effective communication skills.
- 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; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent 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: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; exhibiting tact and patience; working flexible hours; and working with frequent interruptions.
- Able to work under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units may be required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

EDUCATION, EXPERIENCE, CERTIFICATION AND LICENSES

- Job related experience is required.
- Bachelor's degree in a job-related area.
- Certificate as required by the Wyoming Department of Education

- Required annual trainings

WORK ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally clean and healthy environment..

BACKGROUND CHECK

As part of our hiring process, we will conduct a background check on all potential employees, which may include a review of your criminal history, employment verification, and education records.

I have reviewed this job description and I understand all the requirements, my job duties and responsibilities. I am able to perform the essential functions as outlined.

Employee Signature

Date