

Position: Teacher
Reports to: Principal
Contract: 190 days – New Teacher
187 days – Returning Teacher

I. I. General Responsibilities

As the educational leader in the classroom the teacher is responsible for the implementation of district curriculum in a way that maximizes student learning. The teacher is responsible for the supervision and evaluation of all students within his/her teaching assignment.

II. II. Examples of Duties

A. A. Instructional Process

1. 1. Writes & implements long-range plans which incorporate district/course curricular objectives.
2. 2. Writes & implements daily plans which incorporate district/course curricular objectives.
3. 3. Plans & implements plans to address the needs of individuals and/or small groups of students.
4. 4. Incorporates curricular revisions & new programs into instruction.

B. B. Organization and Management

1. 1. Organizes the classroom for efficient use of instructional time.
2. 2. Has supplies, materials & equipment available for use.
3. 3. Keeps student records and permanent folders current and readily available for teacher, student or parent reference.
4. 4. Maintains information for classroom management.

C. C. Instruction

1. 1. Demonstrates a knowledge of subject area and the ability to convey it to the students.
2. 2. Demonstrates the ability to organize information for logical presentations.
3. 3. Teaches to the objective and uses a variety of materials.
4. 4. Demonstrates effective presentation skills and styles, which reflect curricular objectives.
5. 5. Focuses students for instruction.
6. 6. Provides for all students to be actively involved in a lesson.
7. 7. Monitors student responses and adjusts instruction accordingly.
8. 8. Uses reinforcement to influence positive behavior.
9. 9. Presents clear, legible and precise directions.
10. 10. Provides guided and independent practice.
11. 11. Applies appropriate closure in a lesson presentation.
12. 12. Maintains, administers and utilizes tests as an instructional tool.
13. 13. Evaluates students' work and communicates progress.
14. 14. Uses principles of learning, which promote memory and recall.

D. D. The Classroom Climate

1. 1. Creates a physical environment conducive to learning.
2. 2. Creates an emotional atmosphere conducive to learning.
3. 3. Maintains classroom control.
4. 4. Promotes development of self-control in students.
5. 5. Promotes positive self-concept.

E. E. Professional Relations

1. 1. Demonstrates sound professional judgment.
2. 2. Maintains a positive attitude.
3. 3. Interacts positively with other staff members.
4. 4. Interacts positively with community and parents.
5. 5. Meets assigned district and building responsibilities.
6. 6. Seeks professional growth.
7. 7. Works to complete building, district, and board of education goals.

III. III. Qualifications

Valid Kansas Teaching Certificate.

LANGUAGE SKILLS:

Ability to read and interpret documents including the analysis of district assessment data. Ability to effectively write detailed reports and correspondence. Ability to communicate well, verbally and in writing, with parents, patrons, staff and students. Ability to speak in front of large and/or small groups. In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.