

## **Job Description: Classroom Teacher**



**Position Title:** Teacher

**Salary Grade:**

**Pay Grade:**

**Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

**Custom Job Purpose:**

This position ensures that all students learn the basic and essential skills at each grade level.

**Essential Functions of this Job:**

**A. Instructional Process**

Plans and implements a program of instruction that adheres to the system's philosophy and goals. Makes purposeful and appropriate lesson plans that provide effective teaching strategies and maximize time on task. Plans and implements a program of study designed to meet students' individual needs. Creates a classroom environment conducive to learning by employing various appropriate teaching strategies. Encourages student enthusiasm for

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the learning process and the development of good study habits. Provides progress and interim reports as required. Prepares substitute folder containing appropriate information as requested by the building principal. Plans and prescribes purposeful assignments for paraprofessionals, tutors, and volunteers. Recognizes learning problems and makes referrals as appropriate. Demonstrates a firm grasp of subject matter. Uses practical oral and written expression.

### **B. Curriculum Development**

Keeps current in subject matter knowledge and learning theory and is willing to continually share this knowledge to improve the school's curriculum. Assists in the ongoing curriculum revision process, including revising written courses of study. Assists in the selection of books, equipment, and other instructional materials. Become acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

### **C. Classroom Management**

Develops reasonable rules of classroom behavior and appropriate discipline techniques that are consistently applied. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities. Share responsibility during the school day for supervision of students in all areas of the school. Provides for the management of assigned students when circumstances require a brief absence from the assignment.

### **D. Public Relations**

Upholds and enforces system policy, administrative procedures, and school rules and regulations; and supports them to the public. Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time. Strives to communicate the positive aspects of our school program to the public in word and deed. Works cooperatively with parents to strengthen the educational program for their children. Establishes and maintains cooperative relations with other staff.

### **E. Professional Growth**

Continues professional growth through attendance at workshops, seminars, conferences, and advanced coursework at institutions of higher learning. Maintains membership in appropriate professional organizations. Cooperates with the administration in planning appropriate in-service training programs on a building or system level. Attends staff, department, and committee meetings as required.

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### **F. Student Evaluation**

Evaluate students' accomplishments regularly using multiple assessment methods such as teacher-made tests, samples of students' work, mastery skills checklists, criterion-referenced tests, and norm-referenced tests. Make appropriate adjustments in the instructional program based on assessed results. Performs duties necessary to maintain the accountability required for the instructional program and as required by the building principal. Respect the confidentiality of records and information regarding students, parents, and teachers according to accepted professional ethics and state and federal laws.

### **Non-Essential Functions of this Job:**

Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Ability to work cooperatively with parents, school system, and agencies to provide students services. Ability to develop concepts and ideas and relate them both in oral and written form. Knowledge of child development. Ability to administer testing instruments as required. Must possess strong interpersonal skills and can work cooperatively and collaboratively with students, teams, and groups. Must be able to work a flexible schedule to meet the position's needs.

Bilingual/biliterate preferred.

### **Experience and Certification/License Requirements:**

Must possess a Bachelor's degree from an accredited college or university. Must be certified, and qualified as defined by the Course Code(s) assigned. Must be Reading Endorsed before July 1, 2024, ELA positions.

### **Work Context:**

Requires sitting, standing, walking, and moving to coordinate work. Requires alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires face-to-face discussions and contact with individuals and teams. Requires work with students, internal and external references, and the public.

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### **Physical Environment:**

Requires sitting, standing, walking, and moving to coordinate work. Involves alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires face-to-face discussions and contact with individuals and teams. Requires work with students, internal and external communications, and the public.

### **Local Code:**

### **EEO5:**

### **Approval Date:**

**Date Last Revised: 5/9/22**