**Job Title:** Teacher

**Reports To:** Principal/superintendent

**FLSA Status:** Non-Exempt

**JOB SUMMARY**

The certified staff member under the general supervision of the building principal performs a variety of tasks, with major responsibility being the instruction and supervision of students.

Qualifications: The staff member must hold a valid license, with proper endorsements for the area of assignment as set by the Teacher Standards and Practices Commission and with those exceptions as noted by TSPC.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

Criterion 1: Instructional Skill

The teacher demonstrates, in his or her performance, a competent level of knowledge and skill in planning, implementing and evaluating instructional experiences.

1. Planning
   1. Diagnoses student needs prior to developing plans.
   2. Plans lesson objectives to be clear, specific, measurable, and in conformance with state and district approved curricula.
   3. Meets the learning needs of individual students by planning instructional strategies appropriate to the students involved, the subject matter, and the desired learning objectives.
   4. Makes provisions for students to engage in appropriate activities summarizing, comparing, outlining, generalizing, evaluating, speculating, and hypothesizing.
   5. Displays solid understanding of the different student learning styles.
   6. All materials and resources support the instructional goals; most engage students in meaningful learning.
   7. The lesson or unit has a clearly defined structure and organization, and reasonable time allocations.
2. Implementing
   1. Motivates students to accomplish stated objectives.
   2. Gives clear directions and checks for student understanding.
   3. Presents subject matter clearly and precisely.
   4. Presents the lesson in an order which aids student achievement.
   5. Paces the lesson appropriately.
   6. Practices appropriate reinforcement.
   7. Summarizes and closes each lesson.
   8. Uses learning activities designed to achieve stated objectives.
   9. Questions are of high quality. Adequate time is given for students to respond.
   10. Appropriate adjustments are made to smoothly monitor and adapt changes in instruction.
3. Evaluating
   1. Analyzes each lesson to guide future planning.
   2. Uses valid measures to assess progress of individual students.
   3. Uses lesson analysis to assess and work toward improvement of teacher performances.
   4. Uses time and materials effectively in relation to lesson goals and objectives.
   5. Evaluates and informs students of their progress.
   6. Uses current reporting procedures and parent conferences to keep parents informed of student progress.
   7. Uses evaluation for basis for reteaching and to plan for individuals and groups of students.
   8. Assessment is congruent with the instructional goals, both in content and process.
   9. Assessment criteria and standards are clear and have been clearly communicated to students.

Criterion 2: Classroom Management

The teacher demonstrates, in his or her performance, a competent level of knowledge and skill in organizing the physical and human elements of the education setting.

1. Organizes the physical setting and provides a classroom environment conductive to student learning, including provisions for the handicapped.
2. Delegates appropriate responsibilities and tasks to students.
3. Establishes orderly routine for arrivals, departures, fire drills, and other related activities, such as handling materials and supplies smoothly.
4. Organizes individual small group and large group learning activities as appropriate to the students, subject matter, and lesson objectives, and are managed so most students are engaged at all times.
5. Identifies and uses appropriate instructional resources available in the school district and the community.
6. Insures that materials and information can be read and/or seen by the students.
7. Deploys human resources (e.g. volunteers, professionals, paraprofessionals when appropriate and available) to facilitate maximum student growth.
8. Provides an atmosphere in which students remain on task and are expected to reach course goals.
9. Transitions occur smoothly, with little loss of instructional time.

Criterion 3: Student Discipline and Attendance

The teacher demonstrates the ability to manage the student behavior and relationships in the school setting.

1. Establishes and clearly communicates parameters for student behavior to students and parents.
2. Is alert to student behavior, monitoring is subtle and preventative.
3. Assists students toward self-discipline and acceptable standards of behavior. The response to misbehavior is appropriate and successful and respects the student’s dignity.
4. Keeps an accurate accounting of student attendance, utilizing the processes established by the school.
5. Keeps administration and parents/guardians informed of attendance and classroom behavior on a systematic, accurate, and timely basis.
6. Identifies and attempts to change conditions which may lead to disciplinary problems.
7. Makes appropriate use of support personnel, e.g. counselors, school psychologist.
8. Manages discipline problems fairly and in accordance with building regulations, school board policies and legal requirements.
9. Promotes an environment which encourages positive peer group interaction.

Criterion 4: Teacher- Student Relationships

The teacher demonstrates an understanding of and commitments to each pupil, taking into account each individual’s unique background and characteristics.

1. Demonstrates understanding and acceptance of different racial, ethnic, cultural, religious values and lifestyles, and an avoidance of stereotyping.
2. Demonstrates an awareness of physical and emotional needs of students.
3. Uses knowledge of individual students to design educational experiences.
4. Engages in positive teacher-student interactions which are friendly and demonstrate warmth, caring, and respect. Interactions are appropriate to developmental and cultural norms. Students exhibit respect for the teacher.

Criterion 5: Knowledge of Subject Matter

The teacher demonstrates knowledge of theory and content in general education and subject matter specialization appropriate to the elementary and/or secondary levels.

1. Demonstrates a depth of knowledge of the subject matter by providing lessons and learning activities that focus on the specified curriculum.
2. Demonstrates knowledge of the scope and sequence of subject matter.
3. Demonstrates a relationship between one subject matter field and another.

Criterion 6: Professional Preparation and Growth

The teacher demonstrates knowledge of theory and content in general education and subject matter specialization appropriate to the elementary and/or secondary levels.

1. Demonstrates knowledge of a variety of valid teaching strategies.
2. Demonstrates knowledge and skills in meeting the academic, emotional, and psychological needs of individual students. Seeks approaches for students who have difficulty learning.
3. Demonstrates through planning and interaction the skills and knowledge of principles of learning.
4. Demonstrates commitment by participation in professional activities, e.g. professional classes, individual reading and research, advancement beyond minimum certification, and professional organizations to enhance content knowledge and pedagogical skills.
5. Establishes goals and initiates activities aimed at professional growth and development.
6. Responds to recommendations made in periodic and annual performance evaluations.

Criterion 7: Professional Responsibility

The teacher demonstrates a consistent and professional attitude and work plan toward the accomplishment of building, district, and state goals and improvement plans, as they relate to the community and educational environment.

1. Makes an accurate assessment of lesson’s effectiveness and the extent to which it achieved its goals and can cite general references to support the judgment.
2. Practices punctuality, timely and accurate completion of required records and reports, and appropriate use of planning time.
3. Assumes a fair share of the responsibility for the general operation of the school, e.g. general supervision of students, participation in school-sponsored functions for parents/guardians and the general public, support for the student activity programs, and participation in staff and district meetings/committees.
4. Works compatibly with others, and works within the context of a particular team or department. Maintains an open mind.
5. Uses and maintains student records and complies with legal requirements regarding the rights and privacy of individuals (Includes maintaining information on student progress and assignments).
6. Selects appropriate channels for resolving concerns/problems, including those channels stated in the District Policy Handbook and in the collective bargaining contract.
7. Provides planning information for substitutes.
8. Uses and maintains district property, equipment and materials appropriately.
9. Uses district and/or building level business and financial procedures.
10. Communicates effectively with students, staff, parents, and other patrons.
11. Refrains from exploiting professional relationships with any student for personal gain, or in support of persons or issues.
12. Knows and adheres to district policies, rules, and regulations.
13. Maintains the dignity of the profession by respecting and obeying the law.
14. Fulfills requests made by the immediate school administrator, superintendent and/or assistant superintendent.

Terms of Employment: The teacher will receive salary and benefits according to the current Certified Employee Collective Bargaining Agreement, Wallowa School District.

Evaluations: Performance of this job will be evaluated in accordance with provisions of the Teacher Evaluation Process and Improvement of Instruction Guide.

**SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee may occasionally lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. Employee may be exposed to bloodborne pathogens.

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_