PINE EAGLE SCHOOL DISTRICT #61

**TEACHER JOB DESCRIPTION**

**JOB DESCRIPTION**: Under the general supervision of a principal or superintendent, the teacher performs a variety of tasks with major responsibility of student learning through the instruction and supervision of students.

**REPORTS TO**: Supervising Principal or Superintendent

**JOB CHARACTERISTICS**: Instruction of students shall include skill development of fundamental skills and competencies as related to state or content area standards, the expansion of knowledge and developing the ability to reason. Responsibilities include supervision, guidance, discipline, and safety of students which requires the use of independent judgment and decision making in many matters not having established rules, regulations, policies of precedent.

**ESSENTIAL FUNCTIONS**:

1. Identifies the needs of individual students by continuous assessment of their abilities.
2. Uses identified student needs to plan instruction.
3. Prepares and writes instructional plans with reference to state common curriculum goals and standards.
4. Understands and incorporates best practices and research based instructional strategies into instruction.
5. Uses a variety of appropriate methods and materials to implement instructional plans.
6. Organizes and manages classroom to create the optimum learning conditions.
7. Applies learning theories to meet the needs of students.
8. Evaluates and reports student progress.
9. Supervises students in and out of the classroom.
10. Initiates, plans, and carries out parent conferences.
11. Initiates and maintains communication with parents and colleagues.
12. Plans and coordinates the activities of educational assistants and other para- professionals as assigned.

**OTHER FUNCTIONS**:

1. Participates in in-service and professional development activities.
2. Assists in the assessment of building level needs and the planning required to meet those needs.
3. Attends meetings and serves on committees as assigned or directed (or if individual volunteers).
4. Sets and carries out goals each year.
5. Maintains an accurate inventory of school supplies and equipment.

**QUALIFICATIONS**:

Knowledge of:

1. Knowledge of current concepts, methods, and procedures of curriculum development and implementation.
2. Knowledge of laws, rules, policies, and trends regarding instruction, child welfare reporting, and employee and student safety.
3. Knowledge of student performance assessment and evaluation techniques
4. Understanding of standard based education.
5. Willing to participate in professional development and learning.
6. Lifting: Medium Work – Lifting 50 pounds occasionally, 25 pounds frequently, with occasional sitting and frequent standing/walking. For special education teachers, amount of lifting may be more depending on student needs.

The above job description, revised August 15, 2015 supersedes all prior descriptions for this position

I have read this job description and understand its contents.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_