



Job Title: Teacher
Reports To: Building Principal/Supervisor
FLSA Status: Exempt

JOB SUMMARY

The teacher works under the direction of building administrator(s) and is responsible for the instruction of assigned students within the parameters of the District philosophy, curriculum, policy and procedure.

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.

1. Meet and instruct assigned classes in the locations and at the times designated.
2. Develop and maintain classroom environment conducive to effective, engaging and developmentally appropriate learning.
3. Prepare for assigned classes, and maintain written evidence of preparation.
4. Keep lesson plans current and readied for substitute teachers.
5. Employ a variety of instructional techniques/media to achieve State Standards.
6. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Develop reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
8. Maintain accurate records as required by law, district and building policy and administrative regulation.
9. Regularly assess the accomplishments of students, providing timely feedback and progress reports as required.
10. Assist in upholding and enforcing school rules, administrative regulations, and Board policies.
11. Meet with students and/or parents for education related purposes outside the instructional day, when necessary, or by direction of building principal and/or superintendent.
12. Attend and participate in staff meetings.
13. Collaborate with other members of the staff in planning instructional goals and objectives.
14. Provide input into the selection of curriculum, equipment and other instructional materials.
15. Establish and maintain open lines of communication with students and their parents concerning academic and behavioral progress.
16. Assess and differentiate for the learning needs of students, seeking the assistance of District specialists as needed.
17. Maintain and improve professional competence.
18. Plan and supervise meaningful assignments for Para Instructional Assistants and volunteers and cooperatively assist in evaluating their performance.
19. Utilize technology tools to enhance instruction and communication.
20. Fulfill all State and District requirements regarding work samples and assessments.
21. Maintain confidentiality.
22. Responsible for ensuring appropriate cleaning and disposal of body fluids as directed.
23. Perform other duties as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

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

1. Attends in-service trainings and staff meetings.
2. Serve on school committees and councils.
3. Report issues to authorities as necessary, animal control, suspicious activity, etc.
4. Reports safety, sanitary and fire hazards immediately to supervisor.

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers, student aides, and educational assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education, Certificates, Licenses, Registrations:** Must hold an undergraduate degree. Must hold a valid Oregon Teaching License with the appropriate endorsement and authorization for the assignment. Yearly complete the District approved SafeSchools. Licenses and certificates as determined by the District including, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.
- **Experience:** Demonstrated ability to successfully work with adolescent students and the public in a school setting. Student teaching also applies but is not considered for placement on the current salary schedule.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to provide students with an intuitive understanding of the concepts of math at the established grade-level standards.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Proficiency in the usage of database software, internet software, and email. Ability to proficiently use the following programs: MS Word, Excel, Google Mail and Google Docs. Ability to type accurately and proficiently. Ability to effectively use Schoolmaster District Edition Gradebook, Trip Direct and Resolve Desk.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Maintain a belief that all students can learn.
- **Other Trainings:** Completion of SafeSchools online training required.

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, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

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.

As an exempt, licensed employee you will occasionally perform work beyond a normal 40-hour work week when workload requires.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate but occasionally high depending upon student population and activities. The 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.

Prepared By: HR Department

Prepared Date: April 2018

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date