

Baker School District 5J

2090 Fourth Street • Baker City, Oregon 97814 • Telephone: 541-524-2260 • Fax: 541-524-2564
Mark W. Witty, Superintendent • mark.witty@bakersd.org

TITLE: TEACHER

POSITION: LICENSED

MINIMUM QUALIFICATIONS: Maintain a current Oregon Teaching License as defined by Oregon Teacher Standards and Practices Commission with proper endorsement.

REPORTS TO: BUILDING PRINCIPAL/SUPERVISOR

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.

JOB REQUIREMENTS:

1. Knowledge of instructional principles and techniques as well as District Guiding Principles, curriculum, policy and procedure governing classroom instruction.
2. Assess, plan and implement instructional programs of study in accordance with State Standards.
3. Apply effective instructional and management practices to direct and motivate all students.
4. Is responsible for the learning environment of assigned students and for supervising instructional assistants and volunteers.
5. Attend District trainings as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs duties and assignments as designated by the Building Principal and:

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 roles 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.

EVALUATED BY: This job will be evaluated annually by the building principal, superintendent and/or designee in accordance with provisions of the District Policy on Evaluation of Staff/GCN/GDN.

Salary schedules and leave times are determined by negotiated union contract. Number of work days are determined by the district and shown on work day calendar which is provided as an attachment to the District salary agreement.

This job description is to be used as a guide and may be changed or updated at any time. It is in no way intended to serve, in part or in whole, as an offer of employment or an employment agreement.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

REVIEWED AND AGREED TO BY: _____

DATE: _____