



Job Description

Teacher – Missouri Options

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 185 Days

Experience Required: Successful experience as a teacher preferred.

Minimum Education Requirements: Bachelor's Degree in a related field.

Department: Teacher.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: Proper certificate in related field.

Job Summary: Provide instruction to students who lack the credits necessary to graduate with their class and are at risk of leaving school without a diploma; guide students toward gaining knowledge to complete the HiSet exam.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide instruction to students.
- Create a data monitoring system to track student progress toward completion of curriculum standards.
- Align instruction to the HiSet exam.
- Create and implement a classroom disciplinary plan.
- Create lesson plans and activities to implement and supplement instruction.
- Participate in building, grade level and subject area committees.
- Participate in professional development activities.
- Maintain accurate student records including attendance, grades, and discipline.
- Complete and submit forms and required reports in a timely manner.
- Communicate regularly with parents regarding progress and other educational concerns.
- Report suspected abuse, neglect, discrimination, and harassments as directed by Board policy.
- Prepare lesson plans for use by a substitute teacher.
- Attend established traditional school-sponsored activities (e.g., Back-to-School Night, Open House, programs, activities, and faculty meetings).
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

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- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Current educational theory and instructional techniques while presenting subject matter to students.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Skills

- Strong written and oral communications and relational skills.
- Social Perceptiveness and being aware of others' reactions and understanding why they react as they do.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Identify needs and abilities of individual students and to adapt instructional methods accordingly.
- Interpreting educational implications of evaluation results, designing interventions, and providing specially designed instruction.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Read, analyze, and interpret professional journals, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Complete forms, write reports, and engage in written correspondence with parents.
- Effectively welcome and embrace differences among employees and students.
- Must be able to successfully complete a background investigation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date