

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Certified Personnel: Selection

Section Title: Statement of Guiding Principles - Job Descriptions

Sub-Section No. 400a

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TITLE: TEACHER

QUALIFICATIONS: Idaho Teaching Certificate

REPORTS TO: Principal

SUPERVISES: Teacher Aides and/or Volunteers

JOB GOAL: Provide instruction in a safe and caring learning environment to help students learn subject matter. Set high and clear standards for self and students. Communicates well, models appropriate behavior and inspires a love of learning. Establishes and maintains positive relations with students, parents and staff.

### **PERFORMANCE RESPONSIBILITIES:**

#### Planning and Preparation

1. Demonstrates knowledge of content area and pedagogy
2. Plans a program of study that meets the individual needs and abilities of students to include setting instructional outcomes, designing coherent instruction and determining student assessment strategies.
3. Integrates technology and digital citizenship into planning, learning, instruction and record keeping.
4. Provides written evidence of preparation upon request of supervisor.

#### Classroom Environment

1. Creates a classroom environment of respect and rapport that is conducive to learning.
2. Manages student behavior according to school-wide discipline programs and Board Policy.
3. Takes necessary and reasonable safety precautions to protect students and follow all safety protocols.

#### Instruction

1. Uses instructional materials adopted by the District to teach the approved State standards and curriculum.
2. Guides the learning process toward the achievement of approved standards and curriculum goals.
3. Establishes clear objectives for lessons, units and communicate objectives to students, parent and guardians.
4. Uses effective questioning and discussion strategies to engage students.
5. Assesses student learning to guide instructional decisions.
6. Communicates student progress on a regular basis to parents/guardians.

#### Professional Responsibilities

1. Maintains accurate and complete records.
2. Establishes and maintain positive, open lines of communication and cooperative relations with the administration, students, parents and colleagues.
3. Participates in staff meeting.
4. Strives to maintain and improve professional competence.

5. Acts in a fiscally responsible and timely manner in regard to purchases, fundraising and teacher school accounts.
6. Assists in supervising out-of-classroom activities during the work day.
7. Is knowledgeable of, and uphold all policies pertaining to teachers and students as specified in Board policies and the Idaho Code of Ethics
8. Preserves confidentiality regarding student and/or personnel matters
9. Performs tasks and assumes other responsibilities as the building administrator(s) may assign.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Trustees.

**EVALUATION:**

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97, 2/2/17

Reviewed 2017

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**TITLE:** ONLINE TEACHER

**QUALIFICATIONS:** Idaho Teaching Certificate

**REPORTS TO:** Principal

**JOB GOAL:** Provide online instruction in a safe and caring learning environment to foster the intellectual, emotional, motivational, and social development of online students.

### **PERFORMANCE RESPONSIBILITIES:**

- Understands the central concepts of online instruction and creates learning experiences where students thrive.
- Understands how students learn and develop, and provides opportunities to support their intellectual, social, and personal development.
- Understands how students differ in their approaches to learning and creates instructional opportunities adapted to learners with diverse needs.
- Understands and uses a variety of instructional strategies to develop students' critical thinking, problem solving, and performance skills.
- Understands individual and group motivation and behavior and creates a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
- Uses a variety of communication techniques including verbal, nonverbal, and media to foster inquiry, collaboration, and supportive interaction in and beyond the classroom.
- Plans and prepares instruction based upon knowledge of subject matter, students, the community, and curriculum goals.
- Understands, uses, and interprets formal and informal assessment strategies to evaluate and advance student performance and to determine program effectiveness.

### **Online Instructional Responsibilities:**

1. Regularly post course updates.
2. Actively facilitate class discussions.
3. Provide timely, quality, detailed feedback on individual student work.
4. Submit timely reports which include progress reports and final grades according to the district calendar.
5. Make initial student contact within the first 24 hours of class.
6. Maintain contact with students a minimum of (3) times per week via email, discussion board, synchronous instruction, phone, etc.
7. Respond to communication from students and parents within 24 hours.
8. Participate in two-way communication with students, parents, colleagues, and supervisor.
9. Regularly document communication from students and other stakeholders.
10. Ensure instructional modifications are implemented as required by a student's IEP, LIEP, or 504 Plan.
11. Grade and post grades of student assignments within 72 hours of submission.
12. Adhere to the Technology Acceptable Use Policy, including the monitoring of student use.

### **Professional Responsibilities:**

1. Maintain accurate and complete records.
2. Strive to maintain and improve professional competence.

3. Uphold all policies pertaining to teachers and students as specified in Board policies and the Idaho Code of Ethics.
4. Preserve confidentiality regarding student and/or personnel matters.
5. Perform tasks and assume other responsibilities as assigned.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Trustees.

**EVALUATION:**

Performance of this job will be evaluated annually by the immediate supervisor.

Adopted: 08/10/20

## POST FALLS SCHOOL DISTRICT NO. 273

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TITLE: MEDIA SPECIALIST

QUALIFICATIONS: Idaho Teaching Certificate with Library Media Specialist (K-12) or Teacher Librarian endorsement. Previous library experience preferred.

Demonstrated ability related to collection development, information technology, research methodology, and library program designs for children and adolescents.

REPORTS TO: Principal

SUPERVISES: Library Paraprofessional/Aides/Volunteers

JOB GOAL: To develop and coordinate educational media services, and to assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum. To develop students' information literacy skills while supporting the mission and vision of the district.

### POSITION RESPONSIBILITIES:

#### Media Center Materials and Operations

1. Be responsible for the operation and supervision of the school media center.
2. Maintain a comprehensive and efficient system for cataloging all media center materials and instruct teachers and students on use of the system.
3. Evaluate, select, and provide recommendations for the purchase of new media center materials to the building administration.
4. Prepare and administer the media center budget.
5. Supervise the clerical activities necessary for the effective operation of the media center.
6. Make labels as needed using Dewey Decimal Classification System.
7. Shelve and maintain books, audio-visual equipment, and other library resources appropriately.
8. Mend and repair books and other library materials.
9. Assess and assist in collecting reimbursements for lost or damaged books.
10. Conduct a yearly inventory of books and equipment.
11. Strive to provide students with a large and varied selection of high-quality age-appropriate books as described by the "Improving Access to Books and Other Reading Materials" section of the *Idaho Comprehensive Literacy Plan: Birth – 12<sup>th</sup> Grade* when practical.
12. Troubleshoot computer and technology problems on library computers.
13. Order, display, and file periodical literature.
14. Circulate library materials or train teachers or aids to perform this task.
15. Maintain bookkeeping functions regarding fines, and notices of fines.
16. Create a positive atmosphere in the library that encourages student and staff use.

#### Work Directly with Students

1. Provide a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology.
2. Help students to develop skill in the use of reference material in relation to planned assignments.
3. In a collaborative effort or at the request of the teacher, integrate library and research skills into lessons on any subject.
4. Conduct orientations in library procedures for student library assistants.
5. Supervise student library assistants.

6. Monitor student computer and library materials use on a sign-in basis.
7. Teach students library science skills and promote proper use of library resources.
8. Share books with students through oral readings, book talks, reading programs, dramatizations, and other appropriate activities to stimulate interest in reading.
9. Be familiar with online resources such as websites, search engines, and databases to assist students with information retrieval.
10. Provide instruction on content evaluation, with particular focus on online resources.
11. Assist in the assessment of students as assigned (i.e. ISAT, SAT, PSAT, etc.)
12. Assist building administration with the supervision of students in the library during student lunch periods as needed.

### Work with Staff

1. Collaborate with other school library staff to provide effective media services.
2. Collaborate with teachers to integrate information literacy competencies across the curricula.
3. Assist teachers in the selection of books and other instructional materials and make media center materials available to supplement the instructional program.
4. Inform teachers and other staff of new acquisitions by the media center.
5. Conduct in-service education for teachers in the effective evaluation, selection, and use of media and other relevant topics, and maintain professional library materials for teacher use.
6. As requested by teachers, select and pull items for thematic units.
7. Coordinate library skills instruction with classroom instruction, and work to achieve curriculum content standards and district educational goals and objectives.
8. Help create and distribute a library class schedule for the instructional year.
9. Supervise and evaluate the work of the Library Paraprofessional.

### DEMONSTRATED KNOWLEDGE AND ABILITIES:

1. Ability to effectively present information in one-on-one, small group, peer-to-peer and whole group situations.
2. Excellent oral communication skills including ability to read stories, keep students' attention, and communicate/co-teach with faculty.
3. Familiarity with the Idaho Information and Communication Technology Standards and ability to help students meet them.
4. Works well with students and staff.
5. Interest in and aptitude for books and libraries.
6. Knowledgeable with computers, including knowledge of word processing, data bases, spreadsheets, reports, and periodical, reference, electronic and/or online books, mobile computing devices, book search programs, digital research, and digital citizenship.
7. Works well under pressure and deadlines.
8. Excellent organizational skills.
9. Maintain confidentiality of staff and students.
10. Promote relationships with external information sources (i.e. the local public library) and participate in electronic networks and resource sharing systems to expand the media center's capacity to access information globally.
11. Be familiar with all relevant federal and state law, administrative rules, and Board policy and follow them.
12. Keep immediate supervisor informed of activities and any issues that may arise.
13. Attend faculty meetings as required.
14. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
15. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional

Standards Commission and the State Board of Education.

16. Adhere to modern best practices for school librarianship.
17. Seek assistance should emergencies arise.
18. Represent the school district in a positive manner.
19. Know and follow school district policy and chain of command.
20. Perform other duties as assigned.

**TERMS OF EMPLOYMENT:**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

**EVALUATION:**

Performance of this position will be evaluated annually by the Building Principal in conformance with district policy and IDAPA 08.02.02.120.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.023.13	Library Media Specialist
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

Amended: 4/14/97, 3/14/22

Reviewed 2011, 2022

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TITLE: COUNSELOR

QUALIFICATIONS: Idaho Pupil Personnel Certificate with Standard or Advanced Counselor Endorsement

REPORTS TO: Principal

SUPERVISES: Counselor aides and/or secretary

JOB GOAL: To help students overcome problems that impede learning, to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

**JOB RELATED FUNCTIONS:**

Directed activities shall include but not be limited to the following:

1. Register students and orient them to school procedures.
2. Aid students in course and subject selection.
3. Maintain student records and protect their confidentiality.
4. Assist with resolving students' educational handicaps.
5. Assist with developing special abilities of students.
6. Assist with preventing students from dropping out of school.
7. Provide information to colleges and potential employers in accordance with state and/or district policy.
8. Help students evaluate career interests and choices.
9. Confer with parents when necessary.
10. Interpret the guidance program to the community.
11. Provide guidance inservice to teachers.
12. Advise administrators and faculty on matters of student discipline.
13. Conduct classroom instruction whenever appropriate.
14. Support and work toward the achievement of the district goals and the school improvement goals.
15. Be familiar with and adhere to Post Falls School District policies.
16. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Trustees.

**EVALUATION:**

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97

Reviewed 2011



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**TITLE:** TEACHER OF THE BLIND OR VISUALLY IMPAIRED  
**QUALIFICATIONS:** Idaho Teaching Certificate with Visual Impairment Endorsement  
**REPORTS TO:** Director of Special Education  
**SUPERVISES:** Teacher Aides and/or Volunteers  
**JOB GOAL:** The Teacher of the Visually Impaired will provide specialized instruction and services to meet the unique educational needs of students with visual impairments. Teacher of the Visually Impaired will conduct functional vision/learning media assessments and provide written reports.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide and coordinate unique specialized instruction through daily lessons reflective of the curriculum and the student's IEP.
2. Consult with classroom teachers, regular and special education personnel, parents, and students to coordinate programs and services for the visually impaired student.
3. Coordinate large-type or Braille texts, supplementary materials, educational aids and equipment; monitor student's maximum participation in all classroom activities.
4. Provide instruction in the development and maintenance of skills as indicated in the IEP; low vision and visual efficiency skills, concept development and academic skills, daily living skills, communication skills, social/emotional skills and abilities, and sensory motor skills.
5. Collaborate with Individual Education Plan (IEP) team in developing student IEPs, including goals and supplementary aids and services.
6. Attend IEP meetings and required staff meetings.
7. Conduct and interpret functional vision/learning assessments and complete written reports.
8. Compile and analyze data on student progress and use response to intervention to adjust interventions or strategies as indicated.
9. Use technology to communicate and to enhance student learning.
10. Plan and supervise the functions of classroom aides/assistants.
11. Maintain appropriate student behavior by establishing a productive classroom environment.
12. Conduct parent conferences.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Trustees.

**EVALUATION:**

Performance of this job will be evaluated annually by the immediate supervisor.

Adopted: 8/9/2021

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TITLE: SCHOOL NURSE

QUALIFICATIONS: Idaho Pupil Personnel Services Certificate with School Nurse or Interim School Nurse Endorsement

REPORTS TO: Superintendent or designee

JOB GOAL: To provide the fullest possible educational opportunity for each student by minimizing absenteeism due to illness and creating a climate of health and well-being within the schools.

**JOB RELATED FUNCTIONS:**

Directed activities shall include but not be limited to the following:

1. Coordinate school health services to include immunizations, visual screening, scoliosis screening and health educational films.
2. Make necessary referrals for medical and/or dental care following a careful observation to detect health needs.
3. Develop and follow a regular schedule for weekly school visits.
4. Authorize exclusion and readmission of students in relation to infections and/or communicable diseases.
5. Maintain up-to-date parent provided health records for each student.
6. Lead Nurse to prepare and submit reports to the superintendent, State Department of Education, and State Board of Health as requested.
7. Assume authority in the absence of a physician for the care of a student or staff member who has suffered injury or emergency illness.
8. Make necessary home visits as referred by school administration.
9. Participate and attend committee meetings and conferences regarding health services.
10. Act as an advisor on health matters and consultant for health education.
11. Support and work toward the achievement of the district goals and the school improvement goals.
12. Be familiar with and adhere to Post Falls School District policies.
13. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Trustees.

**EVALUATION:**

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97

Reviewed 2011, 2022

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TITLE: Principal Assistant

QUALIFICATIONS: Master's Degree in Educational Administration and/or school principal endorsement Pre-K-12 preferred, or current/pending enrollment in accredited educational administration program.  
Five (5) or more years of successful teaching and/or administrative experience at the level for which the candidate is applying.  
Demonstrated ability to communicate via multiple channels effectively and collaboratively with a variety of audiences.  
Exhibits strong organizational skills with an ability to prioritize.  
Possesses the ability to manage and facilitate change, actively listen, and exhibit problem-solving and facilitation skills.

REPORTS TO: Building Principal(s)

SUPERVISES: Building staff as assigned by supervisor

JOB GOAL: Assist the Building Principal in providing leadership and managerial oversight to the instructional program and school operations and in promoting the academic and behavioral development of each student. Ensure the school's academic programs and systems are successfully implemented in order to maximize teacher instruction and student learning experiences.

PERFORMANCE RESPONSIBILITIES:

1. Assists the building principal in providing strategic leadership to ensure all staff adhere to site, district and state educational standards and goals as well as the Post Falls School District mission and vision.
2. Supports the building principal in monitoring, facilitating and evaluating staff implementation of the school improvement plan. This includes instructional coaching for certified staff and support of their effective use of instructional strategies, district-adopted curricular materials aligned to Idaho state adopted standards, and analysis of district assessments to make instructional decisions.
3. Assists building principal in delivering professional development to staff and in developing an environment for effective staff and collaboration meetings focused on student growth.
4. Provides support to the building principal to influence, establish and sustain a positive school culture conducive to continuous improvement for students and staff through mentorship, motivation and morale building.
5. Assists building principal in student management and discipline on a building-wide basis, ensuring the physical, social, mental and intellectual safety of students and staff. Demonstrates the ability to constructively work with students exhibiting behavioral challenges.
6. Communicates and partners with families, staff and community members to promote student learning. Participates in the coordination and planning of parent engagement activities.
7. Utilizes Charlotte Danielson's Framework for Teaching to plan, conduct, and maintain performance evaluations designed to ensure building goals and objectives are achieved.
8. Collects, analyzes, and synthesizes student data and leads data-driven conversations among staff members regarding student growth and progress.

9. Possesses knowledge of local, state and federal regulations regarding students with disabilities and the Individuals with Disabilities Education Act (IDEA). Serves as principal designee as appropriate at IEP, 504, or other meetings.
10. Assists building principal with conducting safety drills and their proper documentation and facilitating staff discussions about such topics. Maintains contact with building principal regarding safety issues and during emergencies.
11. Organizes and administers, in collaboration with the principal, school-wide support systems which provide optimal educational opportunities for students. These may include but are not limited to new teacher mentoring activities; MTSS and/or leadership meetings; data conversations, grade level and/or vertical alignment collaborations; and assemblies.
12. Assists in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.
13. Assists in the supervision of school functions, activities, and events, including evening responsibilities.
14. Assists building principal in developing school schedules and partners with the building principal to supervise, direct, and coordinate the assignment of instructional and support personnel as related to those schedules.
15. Demonstrates confidentiality, integrity, honesty and respect.
16. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT: One year only contract based on qualifications and experience. 210 day Idaho State Approved Educator contract.

SALARY: Determined by education and experience on the teacher salary schedule plus \$5,000 stipend.

EVALUATION: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on evaluation of certificated personnel.

Legal Reference: I.C. 33-512 Governance of Schools; I.C. 33-513 Professional Personnel; I.C. 33-515 Issuance of Renewable Contracts; I.C. 33-1201 Certificate Required; I.C. 33-1210; IDAPA 08.02.02.026.01 School Principal Endorsement (Pre-K-12)

Adopted: 5/9/22