



## Teacher

Reports To: Building Principal

### **SUMMARY**

Teachers provide quality direct and indirect instructional services to meet the needs of students with a variety of learning abilities. They plan, organize and implement appropriate daily instructional lessons in an environment that guides and encourages students to develop and fulfill their academic potential, while utilizing district prescribed curriculum in the assigned area(s). Teachers clarify goals, objectives, standards and benchmarks of lessons and assignments. They maintain detailed records of student performance, maintain classroom order and work as a team member to complete and submit all paperwork, documentation and reports in a timely manner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop lesson plans which meet established school and national curriculum models
- Adapt and reassess lesson plans to meet specific student needs, comply with newly implemented guidelines or rules and to update relevant information, to include new developments in education
- Manage the diverse ability level of students by adapting the curriculum to fit individual student needs while maintaining overall class progress
- Utilize a variety of educational resources, instructional materials and technology to enhance the teaching and learning process in a competent and effective manner
- Assess and record student development, while identifying strengths and weaknesses in students
- Maintain a safe, respectful and positive learning environment, providing open communication with students, while promoting safety and compliance with school rules and guidelines
- Coordinate paraprofessional responsibilities and duties with SPED department and accommodate modifications according to student IEPs
- Communicate with parents on a regular basis, providing student progress reports to include both positive and negative behaviors
- Attend and take part in all professional development activities, trainings and meetings
- Participate in professional activities, continuing education and professional development that enhance the mission and goals of the school/district and meet district standards
- Demonstrate high standards of professionalism and ethics
- Perform other duties as assigned

## **QUALIFICATIONS**

- **Education:** Bachelor's Degree or higher from an accredited college or university with emphasis in education.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Suite, email, Chromebook applications, Smart Boards and standard office equipment.
- **Other Skills and Abilities:** Ability to work well with students with multiple ability levels and make modifications and/or accommodations for students in the regular classroom. Appropriately communicate with students, parents, District staff and members of the community. Establish a school climate which will prompt appropriate student behavior. Ability to exercise mature and professional judgment while teaching, dealing with others and working in a dynamic environment. Ability to be flexible, organized and take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district trainings, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.
- **Certificates, Licenses, Registrations:** Wyoming Teaching Certification with applicable endorsements required. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Work is generally performed in a classroom setting, requiring the frequent use of communication equipment and computers. Need to have the visual acuity and stamina to work at a computer frequently. This position will require some travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling and sitting. The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

<p>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. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.</p>
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