

Milton-Freewater Unified School District
TEACHER JOB DESCRIPTION
“Delivering Superior Education to All”

JOB TITLE: Teacher
REPORTS TO: Principal and/or Superintendent
PREPARED BY: Human Resources

SUMMARY:

The primary purpose of this position is the instruction and supervision of a diverse group of students keeping within the law, board policies and administrative regulations. A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student. Instruction and supervision include student guidance, classroom management and knowledge in subject areas taught and District and state standards. This is demonstrated by appropriate curriculum design, instructional practices and student progress assessment.

KNOWLEDGE:

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential responsibility and essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION / WORK EXPERIENCE:

- Valid Oregon Teacher’s license with appropriate grade level/subject area endorsement(s)

SKILLS:

- Ability to work in an environment with frequent interruptions and changing tasks and priorities
- Ability to assist, console, and manage students who may be emotional, distraught or frustrated
- Ability to remain calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage
- Ability to follow written and verbal direction and take the initiative to seek clarity and take action when needed
- Be or become knowledgeable and supportive of positive behavior intervention systems and student discipline procedures
- Ability to organize work and set priorities for accomplishing work in a timely and effective manner
- Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgement
- Ability to work collaboratively and effectively with staff, students, parents, volunteers and community members
- Ability to use independent judgment with guidance from teachers, specialists and/or administration in the classroom and other learning or home environments
- Ability to use office and computer equipment and use standard office software and student information system software
- Ability to follow and give oral and written instructions accurately, and maintain control of students in the designated areas
- Demonstrate patience, warmth, and capacity for acceptance of children
- Ability to assess situations and act swiftly and appropriately and with sound judgment for the safety and wellbeing of students and staff
- Ability to work independently and work harmoniously with others

RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (ORS 584-020-000 to 584-020-0045). The following are the Responsibilities and Essential Functions of teacher duties; however, any one position may not cover all responsibilities and essential functions and may not cover all duties an employee is expected to perform.

1. Effectively works with and responds to people from diverse cultures or backgrounds
2. Cultivates and models a respectful working and learning environment
3. Utilizes effective, proactive behavioral management skills in all school settings

4. Use current body of knowledge in cultural diversity issues in teaching and curriculum development to design and adapt individual/group academic and behavior/social programs in all school settings
5. Instructs students directly and guides the learning process towards the achievement of curriculum goals; establishes clear objectives for all instructional units, projects and lessons to communicate these goals and objectives to all students
6. Implements individual student plans (IEP/504/TAG/etc.)
7. Diagnoses the instructional needs of all students and describes appropriate learning activities for each student
8. Works effectively and collaboratively with diverse student, staff and community populations
9. Works collaboratively with other school personnel (e.g., Title 1, special education, school psychologist specialist, classified staff) in meeting the diverse social and academic needs of all students
10. Works with team members to accomplish mutually agreed upon goals
11. Is responsive to feedback from colleagues and administration and is able to apply feedback to improve skills and services to all students
12. Assists the administration in implementing all policies and /or rules governing student and parents/guardians concerning both the academic and behavioral progress of all assigned students
13. Establishes and maintains open lines of communication with all students and parents/guardians concerning both the academic and behavioral progress of all assigned students
14. Strives to improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes and other professional development activities
15. Utilizes computer and software programs as related to job responsibilities
16. Guides and acts as lead worker for assigned Instructional Assistants/Para Professionals and Volunteers
17. Designs instruction, monitors and provides feedback for Instructional Assistants/Para Professionals and be available for problem solving relating to classroom instruction
18. Maintains accurate, complete and confidential records as required by law, district policy and administrative regulations
19. Follows district and school policies, procedures, rules, regulations and guidelines, and the provision of the collective bargaining agreement and exercised professional judgment when acting in the absence of a covering guideline or policy
20. Perform other reasonable duties that from time to time may be assigned to meet the usual and unusual demands placed on the organization

EFFORT:

Mental:

- Make decisions, assess risk, perform complex work and proceed with insufficient information.
- Ongoing shifts in priority and demands require the need for review and integration of diversified functions and interests.

Work Place:

- Work effectively with and responds to people from diverse culture or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain District property, equipment and materials appropriately
- Follow all district or supervisor policies, rules, regulations, memos, bulleting, announcements, application position descriptions, and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to data, students, parents, staff or District patrons
- Fulfill duties associated with Mandatory Reporting for suspected child abuse or neglect.
- Follow instructions, respond to management directions and solicits feedback to improve performance
- Develop job skills necessary to meet changes in the position
- Have regular and punctual attendance at work and work activities, including meeting deadlines, attending meetings and following schedules
- All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards of Competent and Ethical Educators and District Standards of Performance

Physical:

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs. per day)
F - Frequently (2.5 – 5.5 hrs. per day)
day) NA – Not Applicable

O - Occasionally (.5 – 2.5 hrs. per day)
C - Continually (5.5 – 8 hrs. per

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use of wrists				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: 30 lbs.			X		
*Lifting/Carrying Maximum weight: 30 lbs.			X		

*Identify items typically moved:

WORKING CONDITIONS:

- This position is primarily performed inside the school setting, although some outdoor instruction and supervision are required. The length of the contract year is one hundred eighty nine (189) paid workdays. The teaching day shall be 8 hours.
- This position may be exposed to bodily fluids due to student or employee injury or illness
- The typical school year runs late August through mid-June.
- Salary and benefits to be established by the Milton Freewater Education Association in accordance with negotiated agreement with the Milton Freewater Board of Directors.

ADDITIONAL INFORMATION:

Human Resources/ HR 20 Job Descriptions/Teacher

Employee Unit: Milton Freewater Education Association
Status:
Last revised: August 24, 2020

NOTE:

The Milton-Freewater Unified School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified.

EMPLOYEE STATEMENTS:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with the Milton Freewater School District."

"I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s)."

_____	_____	_____
Employee Name (print)	Employee Signature	Date
_____	_____	_____
Supervisor Name (print)	Supervisor Signature	Date