

ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
TEACHER 6 - 12

Division: Instruction
Department: School Building
Immediate Supervisor: Building Principal
Prepared by: Personnel

Date: February 2004

SUMMARY: To help students learn subject matter and skills that will contribute to their development as mature, able and responsible men and women. To provide instruction for students to meet State standards in all area.

QUALIFICATIONS:

1. A minimum of a Bachelor's degree in an appropriate field of education.
2. Holds an appropriate license from Teacher Standards and Practices Commission in the State of Oregon.
3. Demonstrates command of oral and written English language.
4. Ability to effectively present information to students, parents, peers and administration.
5. Ability to apply knowledge of current research and theory to instructional program.
6. Ability to plan and implement lessons based on District curriculum and objectives and needs and abilities of students to whom assigned.
7. Ability to establish and maintain effective relationships with students, parents, peers and administration.
8. Demonstrate proficient skill in written and oral communication.
9. Ability to perform duties with awareness of all District requirements and School Board policies.
10. Other qualifications deemed necessary for a particular instructional assignment.
11. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

SUPERVISORY RESPONSIBILITIES:

Students

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. The competent teacher will:
 1. Teach district approved curriculum.
 2. Meet and instruct assigned classes in the locations and at the time designated.
 3. Plan a program of study that meets the individual needs, interests and abilities of students.
 4. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
 5. Prepare class assignments and show written evidence of preparation upon request of immediate supervisor.
 6. Encourage students to set and maintain standards of classroom behavior.
 7. Guide the learning process toward the achievement of curriculum goals and in harmony with the goals.
 8. Establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
 9. Diagnose the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
 10. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
 11. Strive to implement by instruction and action, the District's philosophy of education and instructional goals and objectives.
 12. Evaluates student academic and social growth, keeps appropriate records and prepares progress reports.
 13. Assess the accomplishments of students on a regular basis and provides

- progress reports as required.
14. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
 15. Maintain accurate, complete and correct records as required by law, District Policy and administrative regulations.
 16. Assist the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
 17. Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
 18. Plan and supervise assignments for teacher assistant(s) and/or volunteers(s) and, cooperatively with department heads, evaluate their performance.
 19. Strive to maintain and improve professional competence.
 20. Attend staff meetings and serve on staff committees as required.
 21. Requires the individual to meet multiple demands from several people and interact with the public and other staff.
 22. Other duties as assigned by principal or superintendent.

SALARY: As negotiated in the SHEA agreement.

EVALUATION: In accordance with negotiated SHEA agreement and district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:

1. In an eight-hour day the employee may:
 - a. Stand/walk 3 – 6 hours
 - b. Talk/hear 5 – 7 hours
 - c. Sit 3 – 6 hours
2. The teacher may occasionally:
 - a. Bend/kneel/squat/reach
 - b. Use hands for repetitive motions
 - c. Lift, push, pull and hold items up to fifty pounds
3. The noise level in the work environment is moderate to loud.

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I have read and understand the above requirements of this job description.

Employee Signature _____ **Date** _____

Employee Name (Print) _____