

Inter-Lakes School District

Job Description



Title: Teacher	Date Revised: August 9, 1999
Classification: Professional Personnel	Terms of Employment: Per CBA
Reports To: Principal and/or Special Education Director and/or other administrators	Supervises: Teacher aide and volunteers assigned

QUALIFICATIONS:

As set by State certification authorities.

JOB GOAL:

To help students learn subject matter and/or skills that will contribute to their social, emotional and intellectual development.

To lead students toward the fulfillment of their potential for intellectual, emotional and psychological growth and maturation.

INSTRUCTIONAL DUTIES AND RESPONSIBILITIES:

1. Structures a physical classroom environment conducive to learning.
2. Establishes efficient classroom management procedures.
3. Establishes and maintains standards of pupil behavior.
4. Establishes a system of student evaluation within the guidelines prescribed in State law or adopted by the school district.
5. Continually evaluates and records various aspects of students' progress and reports to parents as needed and required.
6. Teaches within the course of study for the subject area or at the grade level as prescribed in State law or adopted by the school district.
7. Understands and plans lessons leading to subject area objectives.
8. Provides a variety of planned learning experiences using a variety of media and methods in order to motivate students and best utilize available time for instruction.
9. Identifies pupil needs and cooperates with other professional staff members in assessing and helping students resolve health, attitude and learning problems.
10. Is available for counseling with students and parents before and after school.
11. Participates in the development and revision of district-wide curriculum articulation under the facilitation of the Curriculum Coordinator.
12. Participates in the development and revision of course outlines for the classes taught. This shall include goals and performance objectives for students, course content and learning activities, evaluative procedures and instructional materials.

ADJUNCT DUTIES AND RESPONSIBILITIES:

1. Performs basic attendance accounting and administrative tasks as required.
2. Observes the designated working hours.
3. Is available for special assignments.
4. Attends school and district meetings when necessary.
5. Performs campus supervision as needed.
6. Shares the responsibility of interpreting the educational program to the community through such activities as open house, back-to-school nights, and PTA meetings.
7. Seeks to improve competency by periodically participating in some form of professional growth. Participates cooperatively with the administration in conformance with the District's guidelines for performance evaluation and assessment.
8. performance evaluation and assessment.
9. Assumes the responsibility for written lesson plans.

10. Plans and coordinates the work of aides and other paraprofessional and student teachers (when applicable).

TERMS OF EMPLOYMENT:

Ten-months/186 days (new teacher: ten-months/187 days). Salary and work year to be according to the current schedule.

EVALUATION:

Performance of this job will be evaluated annually by the District's administration.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature