



5. Conduct assessment of student learning styles and use results to plan instructional activities.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
8. Plan and supervise assignments of teacher aide(s) and volunteer(s).
9. Use technology to strengthen the teaching/learning process.

### **Student Growth and Development**

10. Help students analyze and improve study methods and habits.
11. Conduct ongoing assessment of student achievement through formal and informal testing utilizing a variety of technology tools including, but not limited to,.
12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
13. Be a positive role model for students, and support mission of school district.

### **Classroom Management and Organization**

14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Manage student behavior in accordance with Student Code of Conduct and Student Handbook.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Assist in selection of books, equipment, and other instructional materials.

### **Communication**

18. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
19. Maintain a professional relationship with colleagues, students, parents, and community members.
20. Use effective communication skills to present information accurately and clearly.

### **Professional Growth and Development**

21. Participate in staff development activities to improve job-related skills.
22. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

23. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
24. Attend and participate in faculty meetings and serve on staff committees as required.
25. Utilize a systems approach to continuous improvement.

**Other Duties**

26. Perform other duties as assigned by the campus principal and assistant principal.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under pressure; reading, interpretation of graphs/charts; effective verbal and written communication skills; ability to handle multiple tasks effectively; ability to work under timeline demands; prolonged standing while monitoring students' progress and providing daily instruction.

**The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities, duties, and skills that may be required.**