

531.2 - TEACHER JOB DESCRIPTION

The primary function of a teacher is the instruction, care, and discipline of students.

QUALIFICATIONS:

Possess proper certification and current licensure for position as required by the Department of Public Instruction.

REPORTS TO:

Building Principal

PERFORMANCE RESPONSIBILITIES:

- Work closely with administration and staff to develop an appropriate instructional program
- Develop instructional lessons commensurate with teaching assignment and consistent with adopted curriculum
- Plan a program of study that meets the individual needs, interests and abilities of all students
- Prepare written plans for each day's lessons
- Establish appropriate plans for substitute teachers
- Work with specific program and special education staff to best serve the educational needs of all students
- Attends IEP and/or 504 meetings as required
- Create an environment that is conducive to learning
- Develop reasonable rules of classroom behavior that complement District's philosophy on discipline
- Communicate expectations regarding student behavior to student and parent/guardian
- Monitor progress and interpret evaluation results of students on a regular basis and provide appropriate progress reports
- Maintain accurate and complete records as required by law and Board policy
- Attend staff meetings, serve on committees, and participate in in-service activities
- Keep a current inventory of classroom curriculum materials, supplies, and equipment
- Perform the duties of an advisor as assigned

RESPONSIBILITIES TO THE STUDENT AND PARENT/GUARDIAN:

- Deal kindly and justly with every student and parent/guardian as an individual without prejudice or partiality
- Respect the confidence of students; information given in confidence will only be shared with authorized persons or agencies that are attempting to aid the student
- Respect the basic responsibility of parents/guardians for their children, seek to establish friendly and cooperative relationships with the home, and use discretion with information received from parents/guardians

- Refrain from using his/her classroom privileges and prestige to promote personal gain, selfish interests, partisan politics, or sectarian religious views
- Strengthen democratic activities of the School by demonstrating to students that American citizenship involves responsibilities as well as privileges

RESPONSIBILITIES TO THE PROFESSION:

- Endorse the principle that the teaching profession must accept responsibility for the conduct of its members and understands that his/her own conduct will be regarded as representative of the profession
- Conduct oneself in a manner, both in appearance and behavior, which strengthens public respect for the teaching profession and school system
- Understand and acknowledge that the Board has placed the responsibility for administration of school policy with its administrators
- Demonstrate consideration and respect in dealing with fellow teachers and staff
- Seek continued professional growth and efficiency

RESPONSIBILITY TO THE PUBLIC:

- Strive to keep the public informed about educational programs
- Perform the duties of citizenship and participate in community activities within limits imposed by his/her obligation to his/her students
- Conduct oneself in a manner that will cause them to be a highly respected citizen of the community, state and nation

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

Approved: December 15, 2008

Revised: September 28, 2016