

CERTIFIED STAFF JOB DESCRIPTION

Teacher

Reports to: Building Principal

General Summary: To provide students of Nixa Public Schools educational instruction that will foster and accelerate their intellectual, physical, social, and career development in accordance with district policies and procedures.

Essential Functions:

- 1) Acts as the responsible agent for the direct instruction of students and is knowledgeable of the subject(s) they are assigned to teach.
- 2) Maintains clear and up-to-date lesson plans. Able to show evidence of preparation upon request of immediate superior.
- 3) Conducts assigned activities from the administration, in conformity with the approved policies of the Board of Education, the regulations of DESE, and State and Federal Law.
- 4) Relates plans to clearly defined objectives consistent with established curriculum. Provides the experiences needed to extend students' thinking skills with a program of study that, as much as possible, meets the individual needs and interests of the students.
- 5) Acquires and uses teaching materials appropriate to the student age and subject matter. Previews and has needed materials available. Increases the probability of continued student learning through greater motivation.
- 6) Creates a classroom environment conducive to learning and appropriate to the
- 7) maturity and interests of the students.
- 8) Makes effective use of planning time. Observes designed working hours per the job assignment and uniqueness of each assignment.
- 9) Provides effective home-school communication.
- 10) Employs a variety of instructional techniques, technology, and instructional media consistent with the needs and capabilities of the individuals or student groups involved.
- 11) Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives. Guides the learning process toward the achievement of curriculum goals and, in harmony with goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
- 12) Assesses the accomplishments of students on a regular basis and provides progress reports as required. Maintains confidentiality and non-judgmental views of children and families served.
- 13) Takes all necessary and responsible precautions to protect students, equipment, materials, and facilities. Promotes an environment in which all students feel free to participate.
- 14) Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules of behavior and procedure in the classroom and maintains order in the classroom in a fair and just manner. Encourages students to set and maintain standards of classroom behavior.

- 15) Actively participates in professional learning team meetings (PLT) as part of the larger professional learning community. Constructively engages in collaboration and professional learning with peers, attends PLT meetings prepared (i.e., brings student data, completes assigned tasks as needed beforehand, etc.), engages in data discussions, and the development and review of curriculum.
- 16) Makes provision 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.
- 17) Continues professional growth through participation in developmental opportunities.
- 18) Participates in curriculum improvement, development and revision of course outlines for the classes he/she teaches.
- 19) Performs campus supervision as needed or directed by supervisor.
- 20) Attends staff meetings and serves on staff committees as required.
- 21) Participates cooperatively with the Principal in performance evaluations as stated in the district's policies/procedures.
- 22) Performs other duties/projects as assigned at the request of the superintendent, superintendent designee, or principal.
- 23) Supports and implements strategies that enhance student performance on local, state, and federal assessments.

Qualifications:

1. **Education level** – Bachelor's degree.
2. **Certification or Licensure** – Appropriate and current Missouri Teaching Certificate.
3. **Experience desired** – Three years classroom teaching experience.
4. **Other requirements** – Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology. Understand and support the district's Comprehensive School Improvement Plan. Must successfully pass a background check and drug test that are satisfactory to the Board of Education.
5. **Physical Requirements/Environmental Conditions** – Requires prolonged sitting and standing; requires stooping, bending, reaching, and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Building Principal

Length of Contract: 185 days

Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.