

## Job Description

Position Title: Project Lead the Way Teacher – West Plains Middle School & West Plains High School  
Reports To: Building Principals  
Department: STEM/PLTW  
Last Revised: 12/2015

### **PRIMARY DUTY**

To provide classroom instruction for Project Lead the Way (PLTW) courses. Provides innovative and creative, commitment to STEM education, and an overall passion for project, problem-based learning with real world application. Ensures all students acquire the course level objectives set forth in the National PLTW Curriculum.

**ESSENTIAL JOB FUNCTIONS** include the following. Other duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Train at Missouri S & T in Rolla during June and/or July in order to become certified to teach selected courses
- Prepares course objectives and outlines for course of study following curriculum guidelines and requirements of PLTW, State, and school.
- Assigns lessons, corrects homework and provides students with positive feedback and constructive criticism on assignments.
- Administers tests to evaluate student's progress, record results, and issues reports or conducts meetings to inform parents of progress.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Maintains discipline in classroom.
- Keeps attendance records.
- Recognizes and refers students encountering medical, physical and/or psychological problems to District specialists as required.
- Establishes and maintains appropriate working relationships by actively communicating with the parents.

**SECONDARY JOB FUNCTIONS** including the following. Other Duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job functions.

- Participates in faculty and professional meetings, educational conferences, mentor program and teacher training workshops.
- Attends staff meetings and serves on staff committees as required.
- Maintains a physically and aesthetically attractive classroom setting and exercises proper care of district equipment.
- Performs additional tasks and assumes such other responsibilities as assigned by the Principal.

**EDUCATION and EXPERIENCE** an equivalent combination of education, training and experience will be considered.

- A four year degree in one of the following areas: Math, Science, Physics, Industrial Technologies OR a four year degree in a field of Engineering.
- The successful candidate will become a PLTW instructor teaching the nationally certified STEM curriculum.

**KNOWLEDGE, SKILLS and ABILITIES** which may be representative but not all inclusive of those commonly associated with this position.

- Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.
- Math Ability: Basic math skills required.
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer and Equipment Skills: To perform this job successfully, an individual should have knowledge and experience with Word Processing software; Spreadsheet software; CAD and Development software as required through PLTW. Additionally individuals will utilize standard office equipment including photocopiers and telephone systems.
- Personnel Management: Skilled at developing, motivating, and directing people as they work.

**COMPETENCIES** to perform the job successfully, an individual should demonstrate the following competencies:

- Interpersonal - Focuses on solving conflict; maintains confidentiality; remains open to others' ideas and viewpoints.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Development - Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
- Written Communication - Writes clearly and informatively; able to read and interpret written information.
- Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; Inspires respect and trust; accepts feedback from others; provides vision and inspiration to students and peers; gives appropriate recognition to others.
- Ethics - Treats people with respect; works with integrity and ethically; upholds school district values.
- Adaptability - Adapts to changes in the work environment; changes approach or teaching method to best fit the situation.
- Attendance/Punctuality - Is consistently at work and on time.
- Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions.
- Mental toughness – Maintains composure, keeps emotions in check, controls anger, and avoids aggressive behavior, even in difficult and stressful situations.

**WORK ENVIRONMENT** environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be regularly exposed to varying inclement outdoor weather conditions while on recess duty or bus duty.
- This individual may be exposed to potentially hazardous bodily fluids.

**PHYSICAL ABILITIES** commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly:
  - Exerts 20 to 50 pounds of force occasionally, and/or
  - Exerts 10 to 25 pounds of force frequently, and/or
  - Exerts 10 to 20 pounds constantly.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.