

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Selection

Section Title: Statement of Guiding Principles - Job Descriptions

Sub-Section No. 400a

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TITLE: TEACHER

QUALIFICATIONS: Idaho Teaching Certificate

REPORTS TO: Principal

SUPERVISES: Teacher Aides and/or Volunteers

JOB GOAL: Provide instruction in a safe and caring learning environment to help students learn subject matter. Set high and clear standards for self and students. Communicates well, models appropriate behavior and inspires a love of learning. Establishes and maintains positive relations with students, parents and staff.

PERFORMANCE RESPONSIBILITIES:

Planning and Preparation

1. Demonstrates knowledge of content area and pedagogy
2. Plans a program of study that meets the individual needs and abilities of students to include setting instructional outcomes, designing coherent instruction and determining student assessment strategies.
3. Integrates technology and digital citizenship into planning, learning, instruction and record keeping.
4. Provides written evidence of preparation upon request of supervisor.

Classroom Environment

1. Creates a classroom environment of respect and rapport that is conducive to learning.
2. Manages student behavior according to school-wide discipline programs and Board Policy.
3. Takes necessary and reasonable safety precautions to protect students and follow all safety protocols.

Instruction

1. Uses instructional materials adopted by the District to teach the approved State standards and curriculum.
2. Guides the learning process toward the achievement of approved standards and curriculum goals.
3. Establishes clear objectives for lessons, units and communicate objectives to students, parent and guardians.
4. Uses effective questioning and discussion strategies to engage students.
5. Assesses student learning to guide instructional decisions.
6. Communicates student progress on a regular basis to parents/guardians.

Professional Responsibilities

1. Maintains accurate and complete records.
2. Establishes and maintain positive, open lines of communication and cooperative relations with the administration, students, parents and colleagues.
3. Participates in staff meeting.
4. Strives to maintain and improve professional competence.

5. Acts in a fiscally responsible and timely manner in regard to purchases, fundraising and teacher school accounts.
6. Assists in supervising out-of-classroom activities during the work day.
7. Is knowledgeable of, and uphold all policies pertaining to teachers and students as specified in Board policies and the Idaho Code of Ethics
8. Preserves confidentiality regarding student and/or personnel matters
9. Performs tasks and assumes other responsibilities as the building administrator(s) may assign.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97, 2/2/17

Reviewed 2017, 2021