

## Classroom Teacher

<b>DEPARTMENT:</b>	Schools	<b>REPORTS TO:</b>	Principal, Assistant Principal
<b>WORK SCHEDULE:</b>	10 months	<b>COMPENSATION:</b>	<a href="#">Certified Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Exempt

### Position Description

Teach primary, intermediate, or secondary grade levels in one or more subject areas to prepare students for success and promote lifelong learning. Create a safe and engaging classroom environment that fosters the academic and social development of students. Design lessons to achieve learning targets and assess student growth to ensure each student makes adequate progress.

Task Title	Essential Job Functions	Percent of Time Spent
Instruction & Classroom Management	<ul style="list-style-type: none"> <li>● Instruct students individually and in groups, using teaching methods such as lectures, discussions, and demonstrations.</li> <li>● Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.</li> <li>● Understand and utilize a variety of methods and techniques to meet the needs of all students and facilitate achievement of the objectives.</li> <li>● Follow IEPs, 504s, BIPs, and other student needs/ accommodations.</li> <li>● Support the intellectual, social, and personal development of all students.</li> <li>● Prepare students for future success by encouraging them to explore learning opportunities and to persevere with challenging tasks.</li> <li>● Establish and maintain a classroom environment which is conducive to learning.</li> <li>● Organize and manage learning spaces, equipment, and materials.</li> <li>● Manage student behavior in an appropriate and constructive manner.</li> <li>● Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.</li> <li>● Supervise, evaluate, and plan assignments for teacher assistants and volunteers.</li> </ul>	55%
Planning	<ul style="list-style-type: none"> <li>● Develop, implement, and evaluate curriculum based upon student, district, and state standards data.</li> <li>● Prepare objectives and outlines for courses of study, following curriculum guidelines or educational standards.</li> <li>● Prepare materials and classrooms for class activities.</li> <li>● Tailor lessons and create scaffolding materials to accommodate diverse learning needs.</li> </ul>	15%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> <li>● Upload and maintain classes in the District’s learning management system (LMS).</li> </ul>	
Assessment	<ul style="list-style-type: none"> <li>● Evaluate student progress utilizing a variety of assessment activities to determine the needs and progress of students.</li> <li>● Provide feedback to students</li> <li>● Administer and grade tests and assignments to evaluate students' progress.</li> <li>● Use formative and summative assessment strategies to assess the learner’s progress and plan ongoing instruction.</li> <li>● Observe and evaluate students' performance, behavior, social development, and physical health.</li> <li>● Maintain accurate and complete student records as required by laws, district policies, and Board of Education policy.</li> <li>● Maintain strict confidentiality.</li> </ul>	12%
Meetings & Administrative Duties	<ul style="list-style-type: none"> <li>● Collaborate with other staff members to plan and improve lessons to promote learning, following approved curricula.</li> <li>● Participate in staff, department, team, and IEP meetings.</li> <li>● Perform administrative duties, such as paperwork, making copies, school library assistance, hall and cafeteria monitoring, and bus loading and unloading.</li> <li>● Serve on committees, as required.</li> </ul>	8%
Communication & Relationship Building	<ul style="list-style-type: none"> <li>● Develop positive interpersonal relationships with students, staff, parents, and administrators.</li> <li>● Diffuse stressful situations with others.</li> <li>● Communicate with administration.</li> <li>● Communicate with parents and families about student progress (grading, report cards, behavior, etc.)</li> <li>● Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic challenges.</li> <li>● Communicate with students outside of class about their progress, learning, performance, missed class time, upcoming deadlines, and other topics.</li> </ul>	5%
Professional Development	<ul style="list-style-type: none"> <li>● Actively participate in professional growth activities.</li> <li>● Complete annual trainings.</li> </ul>	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

**Supervisory Responsibilities**

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.

- **Decision-making Authority:** Decisions impact a small team or program

## Qualifications

### Required

- **Education:** Bachelor's degree in Education or a field related to area of instruction.
- **Licensure:** Missouri teaching certificate in subject and grade level taught. Provisional certification acceptable.
- Traveling positions require a valid Missouri driver's license.
- Able to lift and carry up to 20 pounds.

### Preferred

- **Previous Work-Related Experience:** One or more years of previous teaching experience.
- **Certificates, Certifications, or Other Training:** CPR certification & First Aid training

## Knowledge & Skills

### Knowledge

- **Basic:**
  - Administrative: Administrative and office procedures, functions, and basic office tasks,
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy.
- **Intermediate:**
  - Computers/IT: Electronic equipment, and computer hardware and software, including audio-visual aids and learning management systems.
  - Positive behavior supports
- **Advanced:**
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects. Knowledge of developmentally appropriate practice and the central concepts, structures, and tools of inquiry of the discipline(s).
- **Expert:**
  - N/A

### Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Writing, Active learning, Active listening, Critical thinking, Learning strategies, Monitoring, Time management, Coordination, Instructing, Service orientation, Social perceptiveness,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Negotiation, Complex problem solving, Judgment and decision making, Systems evaluation, Mathematics, Science
- **Occasionally (Up to 2.5 hours or 32% of the day):** Persuasion, Systems analysis,

- **Rarely (Less than 1 hour or 12% of the day):** Management of material resources, Troubleshooting

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Walking, Finger Dexterity
- **Occasionally (Up to 2.5 hours or 32% of the day):** Sitting, Multi-limb coordination, Reaching, Repetitive motion, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Crouching/Kneeling, Balancing, Carrying/Lifting, Climbing, Pulling/Pushing

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

### Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

## EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-02