

Teacher

Purpose Statement

The job of Teacher is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibilities of supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Building Principal

Essential Functions

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Administers developmental testing programs, subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations and student's achievements and developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress toward objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes and achieving established classroom objectives in support of the school improvement plan.
- Coordinates a variety of activities (e.g. field trips, transportation, lesson plans, substitute lesson plans, etc.) for the purpose of ensuring the availability of equipment, materials and personnel to achieve objectives.
- Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of academic and personal issues.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Implements individual learning plans (e.g. SIT, 504, IEP, ILP, etc.) for the purpose of ensuring compliance with regulatory requirements, Child Find, established guidelines, and performance standards and encouraging parent involvement.
- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Models conversation, manners, clean-up activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.

- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, halls, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes age appropriate indoor and outdoor activities for the purpose of ensuring student participation in learning activities.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares and maintains a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, bullying, harassment, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, staff, parents, and community members, providing a positive learning environment and adhering to State Statutes and school policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues and providing accurate information and/or direction.
- Supports colleagues for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling,

crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Certificate as required by Wyoming State Department of Education
Designated Subject Matter Endorsement

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Annual training in Sexual harassment, Blood Borne Pathogens, Bully Prevention and Confidentiality

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt