

# Teacher Job Description

## **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 the 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 improvements 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 the 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.

## **Teacher Job Description**

- 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 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; preparing and maintaining accurate records; analyzing data; applying assessment instruments; classifying data and/or information and effective communication skills.

**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; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent 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: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; exhibiting tact and patience; working flexible hours; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units may be required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally clean and healthy environment..

## **Teacher Job Description**

**Experience:** Job related experience is required.

**Education:** Bachelor's degree in job-related area.

**Certificates and Licenses:** Certificate as required by the Wyoming Department of Education

**Continuing Education/Training:** Required annual trainings

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt