

# Richland School District Two

## **JOB DESCRIPTION** **(Revised November, 2012)**

### **JOB TITLE: Teacher**

FLSA Status: Exempt  
Pay Grade: Teacher Schedule  
Days of Work: 190

### **GENERAL STATEMENT OF JOB**

Under general supervision, assists students in learning subject matter and/or skills that will contribute to their development as mature, capable, and responsible individuals. Facilitates student success by implementing a District approved curriculum, documenting teaching and student progress, activities and outcomes. Addresses the specific educational needs of students while providing a safe and optimal learning environment. Reports to the school Principal or Lead Teacher.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Organizes teaching strategies that maximize allocated instructional time to increase student learning. Accommodates individual learning differences, sets high positive expectations for student work performance. Provides relevant examples and demonstrations to illustrate concepts and skills.

Establishes clear and appropriate objectives for all classroom activities and communicates these objectives to students. Develops lessons that are appropriate to teach instructional objectives and employs a variety of instructional strategies to augment achievement.

Assigns developmentally appropriate tasks; provides instructional pacing that ensures student understanding. Encourages students to express ideas clearly and accurately; makes effective transitions between instructional activities.

Provides remediation activities for students; assists students in developing productive work habits and study skills. Follows confidentiality procedures regarding students, parents and/or legal guardians, fellow staff members, etc.

Incorporates higher level thinking skills; demonstrates accurate and current knowledge in subject field. Integrates a variety of technology applications and learning tools to augment student achievement; encourages and acknowledges student accomplishments.

Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner. Assists in upholding and enforcing school rules, administrative regulations, board policies, etc.

Follows grading policies and regulations in monitoring and evaluating student progress; provides feedback on student work and monitors student attendance. Produces grades, records, reports, evaluation materials, etc. on time and as expected. Maintains accurate, complete, and correct records as required by all applicable laws and district policies and administrative regulations.

Advises parents and/or legal guardians of student progress for the purpose of supporting classroom expectations; develops methods for improving and/or reinforcing classroom goals in the home environment.

Collaborates with school personnel, parents, various community agencies and other resources in planning curriculum, improving the quality of student outcomes, developing solutions to practical issues and concerns, etc. Cooperates with administrators and other staff in developing instructional goals, objectives and methods.

Carefully supervises and monitors students in various activities and settings including the classroom, hallways, during lunch periods, on playgrounds, field trips, bus loading areas, etc. Takes all necessary and reasonable precautions to protect students and to properly care for property, equipment, materials, and facilities.

Promptly reports incidents or concerns such as fights, suspected alcohol or substance abuse, possession of weapons, student or other health/safety concerns, etc. adhering to appropriate policies and procedures. Promptly reports suspected instances of child abuse and/or neglect as required by applicable laws and district policies and procedures.

Plans and supervises purposeful assignments for teacher aide(s) and/or volunteers and evaluates their work performance as necessary. Provides adequate plans for substitute teachers and provides appropriate feedback regarding their work performance.

Demonstrates behavior that reflects established professional responsibilities. Interacts appropriately with students, administrators, other educational personnel, parents, community members, etc.

Commands respect by example in appearance, manners, behavior and language; speaks and writes standard English clearly and correctly. Presents a positive image of Richland School District Two at all times.

Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning,

Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the principal or superintendent. Participates in school or district staff development programs as assigned.

Does not abuse sick or personal leave and is absent only when absolutely necessary; is punctual and responsible in performing all duties and activities as assigned.

Willingly performs other duties as assigned or requested.

### **MINIMUM TRAINING AND EXPERIENCE**

Education and experience as required by state certification authorities.

### **JOB REQUIREMENTS**

#### **Knowledge:**

Knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position. Knowledge in the application of classroom instruction and teaching; knowledge of techniques used in motivating students and maintaining appropriate behavior. Knowledge in the methods for developing effective lesson plans, materials and classroom activities which stimulate learning. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for classroom instructional activities. Knowledge of the concepts of human growth and development and behavioral characteristics. Knowledge of correct grammar, spelling, and punctuation. Effective knowledge of modern office equipment such as computers, copiers, calculators, facsimile machines, etc. Knowledge of the proper maintenance of equipment, materials

and supplies used in daily activities. Working knowledge of clerical functions such as typing, filing and sorting. Knowledge of the importance of maintaining the confidentiality of student and family information.

**Skills/Effort:**

Ability to provide instruction to students through explanation, demonstration and/or supervised practice. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. Ability to supervise students and maintain order in various classroom and instructional activities and situations. Skill in motivating students, and in communicating with individuals from varied educational and cultural backgrounds. Ability to supervise and evaluate the performance of assigned support personnel, volunteers, classroom helpers, etc. Ability to operate general office equipment in the performance of daily activities. Ability to identify student adjustment and/or academic problems and provide counseling and/or make recommendations for appropriate remedial action. Ability to communicate effectively with students and their parents, district staff, and all other groups involved in the activities of the job. Ability to perform a variety of specialized tasks, maintain records, establish and maintain cooperative working relationships and meet tight schedules and deadlines.

**Additional Physical, Cognitive, and Other Requirements:**

Duties involve work in school environment that includes standing, walking, stooping, reaching, lifting, pushing, pulling, and sedentary duties. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Requires the ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions. Duties require the ability to effectively teach and counsel students, volunteers, instructional aides, parents, community members and others. Must be able to prepare lesson plans, reports, grades, recommendations, correspondence, etc. in correct form including proper spelling, punctuation, and grammar. Duties require successful adaption to stressors, emergencies, interpersonal conflicts, volatile situations, tight deadlines, etc. Must be able to record and exchange data, follow or deliver verbal or written instructions, and make instructional and other presentations to varied groups, including students. Must be able to effectively utilize classroom technologies and read, interpret, and apply school/district policies and procedures. Must possess the ability to add and subtract, multiply and divide, determine decimals and percents, and apply statistical analysis. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process color, depth and spatial relationships. Must have sufficient hand, eye and foot coordination to use or operate standard office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment. Duties may involve the pushing, pulling and/or lifting of items weighing up to 50 pounds and the exertion of up to 10 pounds of force on a recurring basis.

**Working Conditions:**

Conducts duties in a classroom environment with some exposure to discomforting environmental conditions such as heat, cold, humidity, wetness, etc. Ability to stand and walk for prolonged periods. Duties may require pushing, pulling, stooping, kneeling, crouching, etc. Requires the ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands may require the lifting or moving of items weighing up to 50 pounds. Occasional local travel is required; overnight travel is typically not required. Job requires the operation of standard office equipment.

**Responsibility:**

Responsible for classroom materials and supplies budget.  
Supervises students in classroom.  
Supervises instructional aides and volunteers as assigned.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**EEO STATEMENT**

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_