

Position Title Teacher Band/Grade C-5-2-13

Immediate Supervisor Building Supervisor

Job Summary (Basic Purpose of Position)  
 The Certified Teacher develops lesson plans, conducts classroom instruction, evaluates and assesses both instructional material and student performance. The incumbent meets with parents, interprets student progress, and informs parents about student strengths, weaknesses and/or programs.

Supervisor \_\_\_\_\_ Employee \_\_\_\_\_

\*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
<u>INSTRUCTION</u>					
1.01 Assess student needs.	C-5			<u>Knowledge of:</u> 1.01 Educational assessment procedures.	1.01 Education assessment procedures can be demonstrated.
1.02 Teach instructional objectives in school district curriculum.	C-5			1.02 Subject matter.	1.02 Evidence exists that instructional objectives have been taught and that district tests have been administered and data collected.
1.03 Prescribes instructional techniques.	C-5			1.03 Learning styles (auditory, visual, kinesthetic).	1.03 Student's learning style can be described.
1.04 Groups according to students' needs, interest and/or abilities.	C-5			1.04 Ability, interest and need grouping.	1.04 Grouping techniques are justified in the classroom.
1.05 Keeps up to date in teaching field.	C			1.05 Educational technology.	1.05 Advances in teaching field can be discussed in detail.
1.06 Uses essential elements of instruction.	C-5			1.06 Research related to time on task.	1.06 Uses the elements of instruction in teaching.
1.07 Uses student evaluation processes.	D C-5			1.07 Lecture.	1.07 (a) Demonstrates testing procedures that best indicate student learning.
1.08 Creates teaching materials.	C-5			1.08 Small group instruction.	(b) Utilizes test data to improve instruction.
1.09 Sets goals for students.	C-5			1.09 Large group instruction.	1.08 Evidence exists that created teaching materials are utilized in the classroom.
				1.10 Tutoring.	1.09 Evidence that a goal setting process is in use in the class-
				1.11 Peer teaching.	
				1.12 Laboratory work.	
				1.13 Basal methods.	
				1.14 Educational psychology.	
				1.15 Motivation.	
				1.16 Transfer.	
				1.17 Retention.	
				1.18 Lesson design.	
				1.19 Test Construction.	
				1.20 Goal setting process.	
				1.21 Relationship between student.	
				1.22 Progress and setting goals.	

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1.10 Plans lessons.	B			1.23 Exceptional needs: a. Handicapping conditions b. Disadvantaged conditions c. Giftedness d. Medical conditions e. Emotional disorders	room. 1.10 Evidence of lesson planning exists.
1.11 Programs for students with special needs in the classroom.	C-5			1.24 District and/or state mandated recordkeeping procedures.	1.11 Needs for special students are addressed in the classroom.
1.12 Keeps records of student progress.	A-1			1.25 Content of district student teacher manual.	1.12 Evidence exists that records of student progress are kept in an accurate and timely manner.
1.13 Supervision of university students during field experience.	C-5			1.26 Team teaching concept.	1.13 Evidence exists that students were supervised in accordance with district and/or university guidelines.
1.14 Utilization of teacher aides and volunteers. a. Conducts planning for aides and volunteers.	A-1			1.27 Decision making theory.	1.14 Demonstrates that teacher aides and volunteers are being used effectively.
1.15 Models professional code of ethics.				1.28 Organization of time and resources.	a. Evidence exists that planning activities for aides & volunteers was conducted.
1.16 Uses instructional time effectively and efficiently.	C-5			1.29 School district policies, state statutes and state regs as they apply to classroom teachers.	1.15 Models the NEA code of ethics in dealing with students & parents or guardians.
1.17 Uses effective management techniques.	C-5			1.30 Safety rules appropriate to environment and equipment. OSHA state and safety codes.	1.16 Schedules instructional time effectively & efficiently.
1.18 Utilization of technology in the classroom.	C-5			1.31 District reporting procedures.	1.17 Demonstrates effective classroom management techniques.
1.19 Other duties as assigned.				1.32 Conference techniques.	1.18 Demonstrates the effective use of technology in the classroom.
				1.33 Assessment instruments.	1.19 Teacher will perform other assigned instructional duties which relate to teaching field.
				1.34 Feedback techniques.	
				1.35 Observation surveys.	
				1.36 Disciplinary techniques.	
				1.37 School & district disciplinary procedures.	
				1.38 Teacher Code of Ethics.	
				Ability to: 1.01 Plan, communicate, build consensus & relate effectively with others.	
				1.02 Group processes & activities.	
				1.03 Maintain recordkeeping.	
				1.04 Read, write, spell and speak effectively using	

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<p><u>MANAGEMENT/ORGANIZATION</u></p> <p>2.01 When called upon, serves on school or district committees.</p> <p>2.02 Follows school policies, state statutes and state department regulations.</p> <p>2.03 Complete required reports.</p> <p>2.04 Create and maintain a safe environment.</p> <p>2.05 Other duties as assigned.</p>	<p>B</p> <p>B-2</p> <p>A-1</p>			<p>standard English.</p> <p>1.05 Relate to students with various problems and concerns.</p> <p>1.06 Listen reflectively.</p>	<p>2.01 Evidence exists that, when called upon, committee service was performed to satisfaction of chairperson.</p> <p>2.02 Is in compliance with all school district policies, state statutes and state department rules and regulations.</p> <p>2.03 Required forms and reports are submitted within guidelines established.</p> <p>2.04 (a) Evidence exists that safety rules were enforced. (b) Classroom is in compliance with OSHA, state and local safety codes.</p> <p>2.05 Teacher will perform other duties that relate to teaching field.</p>
<p><u>COMMUNICATION</u></p> <p>3.01 Writes &amp; speaks to appropriate publics.</p> <p>3.02 Utilize community resources in the classroom.</p> <p>3.03 Reports to parents.</p> <p>3.04 Confer with parents.</p> <p>3.05 Confers with and advises students.</p>	<p>A-1</p> <p>A-1</p> <p>A-1</p> <p>C</p> <p>C-5</p>				<p>3.01 Demonstrates knowledge of basic skills and written work.</p> <p>3.02 Evidence exists that community resources have been utilized in the classroom.</p> <p>3.03 Evidence exists that state, district and building reporting procedures were followed.</p> <p>3.04 (a) Evidence of communication with parents. (b) Attend &amp; participate in parent-teacher conferences.</p> <p>3.05 (a) Appropriate conferencing tech-</p>

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3.06 Confers with other staff members. 3.07 Other duties as assigned.	A-1				niques were employed. (b) No evidence exists that confidentiality was violated. 3.06 Evidence of communication with other staff members. 3.07 Teacher will perform other assigned duties which relate to teaching field.
<u>SCHOOL CLIMATE</u> 4.01 Works to create an effective school and classroom climate.	B				4.01 (a) Evidence exists that an attempt was made to improve school climate. (b) Evidence exists that appropriate school climate techniques and procedures were employed. (c) Evidence exists that the teacher is in compliance with school and district disciplinary procedures.
4.02 Other duties as assigned.	B				4.02 Teacher will perform other assigned duties that relate to teaching field.