



# Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038

[www.smithton.k12.mo.us](http://www.smithton.k12.mo.us) Fax: 660-343-5389

David Bray  
Superintendent  
660-343-5316

Andrew Turner  
Principal PS-6  
660-343-5317

Jonathan Petersen  
Principal 7-12  
660-343-5318

Bryan Werner  
Asst Principal  
660-343-5318

Dawn McNeeley  
Special Services  
660-343-5318

Bryan Werner  
Athletic Director  
660-343-5318

**POSITION:** Elementary Teacher

**QUALIFICATIONS:** Valid Missouri Teaching Certificate.

**REPORTS TO:** Elementary Principal

**JOB GOAL:** To encourage, engage and educate elementary children by addressing the social, emotional and educational needs of every child.

## GENERAL RESPONSIBILITIES:

1. Adapts instructional material as necessary to meet the needs of all students, including aptitudes and interests.
2. Assesses student accomplishments on a daily basis, including formal and informal assessment.
3. Assigns independent learning activities to students which are appropriate to their individual needs.
4. Assists new students in adjusting to school.
5. Assists students in establishing high standards of conduct through implementation of Positive Behavior Intervention and Support program.
6. Attends any IEP, parent, and other conferences directly related to students as needed.
7. Takes advantage of opportunities for professional development related to teaching strategies within content.
8. Regularly communicates to parents the academic program of students. Increases the frequency of communication to those parents whose children are experiencing low academic success or a significant change in academic performance.
9. Completes quarterly reports on each student and maintains complete accurate attendance and grade reporting records.
10. Teaches the Missouri Learning Standards appropriate to each grade level and to each student.
11. Encourages students to be active and healthy and to learn new skills associated with the curriculum.
12. Establishes a positive climate for learning.
13. Selects and requisitions teaching materials which are appropriate for classroom instruction.
14. Evaluates student work consistently and according to district policies.
15. Promotes student achievement/accomplishment within the classroom and school building.
16. Maintains current inventory of instructional supplies, equipment, and safety materials.
17. Assists with the non-teaching duties as directed by the principal, such as bus duty, lunchroom duty, and recess duty.
18. Attends parent/teacher conferences and school activities as required by the school administration.

Encourage



Engage



Educate

19. Chaperones school-sponsored field trips as necessary.
20. Assists students in activities associated with school-approved parties, holidays, and other non-curricular activities.
21. Cooperates with other teachers in teaching and non-teaching assignments.
22. Cooperates with school nurse and health authorities on pertinent health matters.
23. Counsels students on educational and personal problems and defers to the counselor when appropriate.
24. Provides equal educational opportunity for each child.
25. Participates in curriculum planning and development and actively considers and evaluates new educational programs and strategies.
26. Follows curriculum guides and teaches to accomplish learner outcomes established and approved by the school district.
27. Assists in identifying learning needs of exceptional children.
28. Implements BOE policies of students' discipline, assists in investigation of attendance problems, investigates complaints about student conduct, and investigates student complaints and grievances.
29. Makes referrals to other professional staff personnel.
30. Develops adequate lesson plans extensive enough for use by substitute teachers.
31. Keeps the administration informed concerning learning and discipline problems of students..

**TERMS OF EMPLOYMENT:** Salary and year to be established annually by the Board of Education.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with provisions of the BOE's policy on evaluation of teachers.

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