Kimball Public Schools

Teacher Job Description

It is the policy of Kimball Public Schools to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

A. **Job Title:** Teacher

B. **Department:** Instruction

C. **Education Level and Certification:** A Bachelor’s Degree is required. Must at all times of employment possess a Nebraska Teaching Certificate with such endorsements as required by NDE Rule 10 and all other certification and training as required or assigned.

D. **Reports to:** Building Principal

E. **Qualifications:** Effective time management and ability to work alone at times or with other personnel. Ability to be patient and kind to other staff and students in the district as well as maintain good personal hygiene. Exhibit ability to work with staff, students, parents, and general public in a positive, friendly, and personable manner. Must be able to follow instructions, demonstrate personal initiative, and keep matters confidential as needed. Ability to develop effective rapport with students, motivate students to develop skills, attitudes and knowledge, and continuously check the student’s progress with the curriculum.

F. **Essential Job Functions:** The primary responsibility of the teacher is the development and delivery of grade level/subject area learning materials to students, and ensuring all students have the opportunity to learn in the classroom. Other responsibilities are as follows (Additional duties as directed by the Building Principal):

1. Plan a program of study that, as much as possible, meets individual needs, interests, and abilities of students.
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of students.
3. Guides the learning process toward the achievement of curriculum goals, and in harmony with the goals, establishes clear objectives for all lesson units, projects and the like to communicate these objectives to students.
4. Employs instructional methods and materials that are appropriate for meeting stated objectives.
5. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
6. Utilizes state and system-wide test results and local school profiles for developing and improving the instructional program for all students assigned to the teacher.
7. Completes reports, documentation, grading duties, assessments and other assignments in an acceptable manner.
8. Incorporates the use of technology into instruction in an appropriate manner.
9. Develops and implements appropriate instructional activities to increase student achievement.
10. Provides accommodations and modifications for students with an Individual Education or 504 Plan.
11. Assists the district’s specialists in identifying and working with students with special needs.
12. Maintains confidentiality of sensitive information and material.
13. Counsels with colleagues, students, and parents on a regular basis.
14. Assists the administration implementing all policies and/or rules governing student life and conduct, and , for the classroom, develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
15. Plans and supervises purposeful assignments for paraprofessionals and/or volunteers.
16. Provides for his/her professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advance course work at institutions of higher learning in accordance with district policies and procedures.
17. Attends staff meetings and serves on staff committees as required.
18. Makes provisions for being available to students and parents for educational related purposes during the instructional day.
19. Works to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
20. Maintains a pattern of prompt and regular attendance.
21. Maintains a clean, attractive, and educational classroom environment.
22. Is responsible for building-wide supervision of students at all times.
23. Maintains a up-to-date inventory of al equipment and materials within the assigned area.
24. Complies with school, system, state, and federal regulations and policies.
25. Maintains a professional appearance as appropriate for job responsibilities.
26. Submit lesson plans as required by building principal
27. Perform any other duties that may be assigned by the building principal.

G. **Terms of Employment:** Salary and work year to be determined annually.