

Hillsboro Public School #9

PO Box 579 Hillsboro, ND 58045



TEACHER JOB DESCRIPTION

Position: Teacher

Reports to: Principal

Qualifications: As set by state certification authorities and local school board policy.

Goal: To inspire and empower all learners as we prepare them to meet the challenges of a diverse global community.

THE RESPONSIBILITIES OF THE HILLSBORO PUBLIC SCHOOL TEACHER SHALL INCLUDE BUT NOT BE LIMITED TO:

1. Abide by all regulations established in the Hillsboro Teacher Professional Negotiated Agreement.
2. Meet and instruct assigned classes in the locations and at the times designated by the immediate supervisor.
3. Develop and maintain a classroom environment conducive to effective learning.
4. Guide the learning process toward the achievement of curriculum goals, establish clear objectives for all subjects, units, projects, and to communicate these objectives to students and parents.
5. Prepare for classes assigned, and show written evidence of preparation upon request of immediate supervisor.
6. Assist the administration in implementing all policies and/or rules governing student conduct and develop reasonable rules of classroom behavior and procedure.
7. Employ a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
8. Model through instruction and action the district's philosophy of education and goals.
9. Take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
10. Assess the accomplishments of students on a regular basis and provide progress reports as required.
11. Refer to district specialists those students suspected of learning and/or emotional problems.
12. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Make provision for being available to students and parents for education-related purposes outside the instructional day under reasonable terms.

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14. Attend and participate in faculty meetings.
15. Cooperate with members of the staff and/or district in planning instructional goals, objectives, and methods.
16. Establish and maintain cooperative relations with staff members in a professional manner.
17. Assist in the selection of books, equipment, and other instructional materials.
18. Work to establish and maintain open lines of communication with students and their parents concerning both broad academic as well as behavioral progress of all assigned students.
19. Plan and implement personal professional program.
20. Use time granted during the instructional day professionally.
21. Respect each student as a unique individual.
22. Adhere to and maintain school policies and procedures.
23. Maintain the confidentiality of students and staff. Any information regarding classroom or school behavior, and/or personal information will be kept confidential and discussed with the proper school personnel.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current schedule and contract.

EVALUATION:

Performance of this job will be evaluated in accordance with North Dakota State Law.