

**MAPLE RUN UNIFED SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Unified Arts Teacher  
**Location:** SATEC  
**Job Group:** Professional Staff  
**Reports to:** Principal

**Summary:** To create a grade appropriate program and a positive class environment that motivates pupils to develop skills, knowledge and attitudes, according to each pupil's ability, in order to develop a solid foundation for continued learning. Establishes effective relationships with students, parents, staff and community members to enhance learning opportunities in designated content area.

**Essential Duties and Responsibilities:** Other *duties may be assigned.*

1. Plans and facilitates student learning through:
  - a. Developing and translating meaningful lesson plans, units of study, and instructional materials into developmentally appropriate learning experiences that engage students in increasing their knowledge and skills (consistent with GEs/Common Core and expected learning outcomes.)
  - b. Providing individualized and small group instruction and adapts the curriculum to the needs of each pupil. Plans and conducts activities that balances and provides opportunities for observation, questioning, and investigation.
  - c. Translating lesson plans into developmentally appropriate learning experiences using a variety of techniques such as lectures, discussions, demonstrations, and activities.
  - d. Employing educational strategies to improve the development of analysis, synthesis and evaluation skills, language, cognition, and memory.
  - e. Planning and coordinating the work of employees, parents, and volunteers in the classroom and on field trips.
  - f. Establishing, teaching, and maintaining rules for behavior, employing techniques such as behavior modification and positive reinforcement to achieve an effective learning atmosphere.
2. Assesses and monitors learning by:
  - a. Using a variety of methods and adjusts instruction accordingly to individual student needs.
  - b. Evaluating pupils' academic and social growth, keeps appropriate records and prepares progress reports.
3. Collaborates effectively with school staff by:
  - a. Being respectful and considerate of others, exhibits positive attitude and actions.
  - b. Reporting to work as assigned and is ready to begin work on time.
  - c. Maintaining confidentiality.
  - d. Following school policies and practices, instructions, and guidelines.
  - e. Demonstrating flexibility and ability to adapt to change.

- f. Operating and caring for district equipment, property, and facilities in an appropriate manner.
  - g. Providing content expertise for learning community.
  - h. Meeting regularly, at least weekly, with learning community to focus on student learning needs.
  - i. Serving as a mentor, teacher leader, or providing training to others.
  - j. Actively participate in learning opportunities (i.e.: scheduled faculty meetings, vertical team meetings, student learning meetings, CFG protocols, academic coursework and in-service meetings.)
4. Communicates regularly with parents outside the normal classroom day by means of newsletters, notes, phone calls, e-mails, conferences, etc.
    - c. Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
    - d. Is available to students and parents for education-related purposes outside the instructional day.
  5. Maintains accurate and complete student records, prepares reports on children and activities as required by laws, district policies, and regulations.
  6. Instruct students in citizenship and basic subject matter using current best practices and as specified in state law and administrative regulations and procedures of the school and supervisory union.

**Supervisory Responsibilities:** Supervises classroom employees, students, and volunteers. Monitors student discipline through an appropriate classroom management program.

**Qualification Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** Bachelor of Arts Degree. Advanced work in related subject matter preferred.

**Certificates, Licenses, Registrations:** Valid Vermont Teaching License (9-12 or K-12) in assigned content area and/or proper endorsement.

**Language Skills:** Ability to read, analyze, and interpret textbooks, periodicals, professional journals, technical procedures, and/or governmental regulations. Demonstrated ability to write lesson plans, reports, correspondence, and procedures and to effectively present information and respond to questions from students, parents, staff and the public is necessary. The ability to use a variety of assessments for student work is required.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of algebra, and geometry. Ability to apply concepts such as

fractions, percentages, ratios, and proportions to practical situations and to use a variety of assessments for student work is essential.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school and supervisory union objectives and the needs and abilities of assigned students. Ability to establish and maintain effective relationships with students, peers and parents; skilled in oral and written communication. Ability to perform duties with awareness of all supervisory union requirements and Board policies.

***Physical Demands:** The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, talk and hear. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. The employee is directly responsible for the safety, well-being, or work output of other people. Specific vision abilities required by the job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The incumbent must demonstrate manual dexterity to perform technology related assignments.

**Emotional Demands:** The individual must be able to work with others in a collegial and cooperative manner, model best behavior, must show above average interpersonal skills and follow directions of school leadership.

***Work Environment:** The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

**Terms of Employment:** Per the Master Agreement

**Evaluation:** Annually

**Date:** 3/19/19

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned and are performed by the individuals currently holding this position.*