

Shady Point Public Schools

Administration

Bruce Gillham
Superintendent



Board Members

Gary Wright, President
Derek Woodral, Vice President
Marie Akins, Clerk

P.O. Box 1005, Shady Point OK 74956
Phone 918-963-2595 Fax 918-963-2605

Job Title: Certified Teacher

Reports to: Site Administrator
Department: Special Education and Student Services
Number of Days: 10 Month Contract
Date Job Revised: June 5, 2018

Minimum Qualifications/Job Requirements:

Education:

- Oklahoma Licensing Requirements

Specific Training/Skills:

- CPR and First Aid training and re-certification as required

Physical Requirements (If Applicable):

- No medical restrictions or limitation for lifting, walking, running, standing, etc.
- Must have the ability to lift at least 40 pounds occasionally.
- Ability to endure prolonged standing, walking, sitting, occasional reaching above the head or the shoulders, bending, squatting, and kneeling.
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Other:

- Maintain emotional control under stress.
- Participate in curriculum review and design.
- Implement a variety of effective instructional strategies consistent with lesson objectives.
- Diagnose and evaluates student abilities and progress in a timely and consistent manner.
- Monitor student progress and adjust instruction accordingly.
- Plan a program of study that meets the individual needs, interests, and abilities of the students.
- Create a classroom environment that is conducive to learning.
- Assess the accomplishments of students on a regular basis and provide progress reports as required.
- Refer students for alternative services as provided by the District (ESL, Reading, Special Reading).
- Abide by state statutes, school board policies and regulations.
- Attend meetings and performs duties as assigned by administrators or supervisors.

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain accurate, complete, and correct records as required by law, district policy and administrative regulation.
- Serve on committees as assigned.
- Remain current on instructional practices in education.

Essential Job Functions:

- Teaches reading, language arts, social studies, mathematics, science, health, physical education, and other appropriate learning activities to pupils in a classroom, utilizing course of study adopted by the Board of Education.
- Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law, administrative regulations, procedures and the Mission Statement of the School District.
- Provides planned learning experiences in order to motivate pupils and best utilize the available time for instruction.
- Assesses student test performance results and develops lesson plans and instructional materials for the class including individualized and small group instruction as necessary in order to adapt the curriculum performance standards to the needs of each pupil.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates academic and social growth of pupils, keep appropriate records, prepares progress reports, and communicates with parents on the individual pupil's progress.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Creates with assistance from students, a functional and attractive environment for learning through such things as displays, bulletin boards and interest centers.
- Maintains professional competence through participation in in-service education activities provided by the District and/or self-selected professional growth activities.
- Administers examinations as mandated by the state.
- Performs basic attendance accounting and business services as required.
- Additional Related Duties/Responsibilities: Supervises pupils on recess, bus, and before and after school duty and in out-of-classroom activities during the assigned working day.
- Administers group standardized tests in accordance with District testing programs.
- Participates in curriculum development programs within the school of assignment and/or on a District level.
- May plan and coordinate the work of aides, teacher assistants and other paraprofessionals.

Shady Point Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Shady Point Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.