

Teacher

Job Title: Teacher
Department: Instruction
Reports to: Principal
Classification: Exempt

Summary

Teachers are responsible for providing direct instruction to students and maintaining an environment conducive to learning

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position is required to:

Provide instruction to students

Create and implement a classroom disciplinary plan

Create lesson plans and activities to implement and supplement instruction

Participate in building, grade level and subject area committees

Participate in professional development activities

Maintain accurate student records including attendance, grades and discipline

Complete and submit forms and required reports in a timely manner

Communicate regularly with parents regarding progress and other educational concerns

Participate as a member of an IEP team, 504 team or other student assistance teams as requested

Implement special educational plans such as 504 plans, individual educational programs and individual health plans

Report suspected abuse, neglect, discrimination and harassments as directed by Board policy

Prepare lesson plans for use by a substitute teacher

Subject area teachers may have additional duties and responsibilities

Supervisory Duties

Supervise students at all times

Qualifications

Education

Bachelors Degree

Certificates, Licenses, Registrations

Valid Missouri Teaching Certificate

Skills and Abilities

Language

An individual who holds this position must have the ability to:

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Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance
Complete forms, write reports and engage in written correspondence with parents
Present information effectively and respond to questions
Write clear and complete lesson plans

Computation

An individual who holds this position must have the ability to:
Work with mathematical concepts such as probability and statistical inference
Apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

An individual who holds this position must have the ability to:
Solve a variety of problems in many different situations
Interpret instructions presented in written, oral, diagram or schedule form
Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students

Other Skills and Abilities

An individual who holds this position must have the ability to:
Identify needs and abilities of individual students and to adapt instructional methods accordingly
Establish and maintain effective relationships with students, peers and parents
Perform multiple tasks simultaneously

Technology

An individual who holds this position must have the ability to:
Perform basic computer functions such as word processing and internet use
Use district software for recording grades and finding student information
Utilize smart boards, projectors and other instructional technology provided by the district

The physical demands described here are representative of 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 essential functions.

Physical Demands

An individual who holds this position must have the ability to:
Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
Move around the classroom
Read handwritten or printed material

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.