

## **Teacher**

**Job Title:** Teacher  
**Department:** Instruction  
**Reports to:** Principal

### **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

Other duties as assigned

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

## **Teacher**

### **Skills and Abilities**

#### **Language**

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

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.*

## **Teacher**

### **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 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.