

CLASSROOM TEACHER

Purpose

The job of CLASSROOM TEACHER is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress. This job reports to Principal.

This job is distinguished from similar jobs by the following characteristics: for those teachers who have voluntarily acquired a CDL for District purposes, this is considered to be a "safety-sensitive" position and is subject to DOT Random Drug & Alcohol Testing.

Essential Functions

- Collaborates with all stakeholders (e.g. students, parents, colleagues, etc.) for the purpose of establishing and maintaining leadership and positive relationships while focusing on high expectations and continuous improvement for student learning.
- Designs instruction (e.g. lesson plans; individualized instruction; diverse learning styles/needs; etc.) for the purpose of ensuring all students are engaged and participating in individual and classroom learning objectives.
- Develops and guides learning in partnership with students (e.g. classroom mission and learning goals; strategies and processes; student recognition and celebrations; etc.) for the purpose of ensuring continuous improvement for student learning in alignment with state and district standards.
- Evaluates individual student and class performance (e.g. analyzes assessment data; other comparative data; etc.) for the purpose of gauging and subsequently adjusting instruction to improve individual and class performance.
- Implements current best practice instruction and resources (e.g. focus on student needs/goals, classroom priorities, etc.) for the purpose of improving and enhancing student learning in alignment with state and district standards.
- Maintains documentation and required reports (e.g. student data and reports; personal teaching certification; etc.) for the purpose of complying with site, district, policy, administrative, state and/or federal statutes and regulations.
- Manages classroom structure and procedures (e.g. activities; behavioral expectations; positive classroom culture; etc.) for the purpose of establishing a positive, safe and orderly optimal learning environment to support students in achieving classroom and individual goals.
- Models positive behaviors (e.g. professional/ethical public image; relational skills, including appropriate verbal and written communications; manners; honors diversity and mutual respect, etc.) for the purpose of promoting appropriate social and interpersonal behavior in alignment with district goals.
- Oversees assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of ensuring the operation of an effective and efficient classroom structure that supports the teacher and students in achieving classroom and individual goals.
- Participates in a variety of meetings (e.g. team and/or building meetings; professional growth opportunities; parent/teacher conferences; etc.) for the purpose of conveying and/or gathering information to perform functions.
- Responds to emergency situations (e.g. building emergency protocol; fights, suspected child abuse and/or substance abuse, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required

Education: Bachelor's degree in job-related area

Equivalency: None specified

Required Testing:

None specified

Certificates and Licenses:

Current Wyoming teacher certification
Endorsed in content area as required per certification

Continuing Educ. / Training:

Maintain required teaching certification

Clearances:

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

07/01/2018

Salary Grade

Certified Salary Schedule

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____