

Teacher

Reports to: Building Principal

Qualifications

- Education: A minimum of a Bachelors Degree with emphasis in academic field.
- Certification: Valid Missouri Teacher Certification and/or appropriate Missouri Certification for academic field.
- Experience: Graduate degree and experience, preferred.

A valid Missouri teaching certificate and complete transcript(s) of college credit must be on file for each teacher before the beginning of each new school year. It is the duty of each teacher to possess a valid certificate that covers the academic year (the teaching assignment/s and all other areas listed on the certificate). The teacher must assure that all professional development requirements and other DESE requirements are met to keep certification current.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

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 Functions

The Teacher is:

1. Directly responsible to the principal of his/her building.
2. Expected to develop lesson plans and instructional materials as part of a planned learning experience to motivate students.
3. Responsible for organizing his/her classroom in a manner to assure optimal teaching and learning.
4. Responsible for establishing all reasonable classroom rules and regulations for the conduct of the students.
5. Responsible for the discipline of students, but shall consult with the Principal, when needed.
6. Expected to manage instructional time effectively and maintain a high level of student time-on-task.

Teacher (cont.)

7. Expected to monitor student performance in a variety of ways: oral, written, and other forms of informal and formal assessments.
8. Expected to evaluate student academic growth, maintain accurate records, prepare progress and grade reports, and communicate frequently with parents on individual student progress.
9. Maintain a school atmosphere in which character, self-reliance, responsible behavior, and a positive self-image are of prime importance.
10. Complete all reports as required, including student evaluation, inventories, orders, curriculum work, and lesson plans.
11. Attend faculty meetings, inservice meetings, team meetings, grade level/department meetings as required.
12. Supervise students in out-of-class activities as required.
13. Share in sponsorship of student activities and participate in faculty/community committees.
14. Supervise teaching assistants, paraprofessionals, student teachers, and volunteers when applicable.
15. Responsible for utilizing data and diagnostic information to develop and revise goals, objectives, and assessments to assure student needs are met at the appropriate level of difficulty.
16. To contact parents routinely to discuss student's successes and areas of concern.
17. Expected to treat all students in a fair and equitable manner and interact effectively with students, co-workers, parents, and community members.
18. Expected to pursue focused, job-embedded professional development activities; read professional journals; collaborate with peers; be involved in book study groups; and strive for continuous improvement.
19. To understand and abide by the policies, procedures, and regulations of the school district/building.

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.

Teacher (cont.)

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.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal. The Teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal. Employment of teachers shall be in accordance with the provisions of Missouri Law, Section 168.

Length of Contract

10 months

Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.