

**BURLINGTON COMMUNITY SCHOOL DISTRICT**  
**POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title: Elementary / Secondary Teacher  
FLSA Status: Exempt  
Reports to: Building Principal  
Supervises: Paraeducators/Associates & Volunteers as assigned

**POSITION PURPOSE**

To assist students in the learning process so they will master subject matter and skills that will contribute to their development. To lead students toward the fulfillment of their potential for intellectual, emotional, psychological growth and maturation.

**QUALIFICATIONS**

Requires the following minimum qualifications:

- Bachelor's degree from an accredited institution
- Current Iowa teaching license with the appropriate endorsement code for subject area.
- Knowledge of subject, curriculum, and effective teaching methods.
- Demonstrated effectiveness in oral and written communications.
- Competency working in a culturally diverse environment or the willingness to acquire these skills.

Preferred Qualifications:

- Reading endorsement, Special Education endorsement, Coaching Authorization or equivalent (or willingness to obtain).
- Recent experience in a K-12 General Education or Special Education setting (experience should be within the past three years to be considered recent).
- Demonstrated experience leading and participating in problem solving teams responsible for collaboratively designing academic and behavior interventions
- Demonstrated experience developing Common Formative Assessments within a PCL/team, creating and analyzing reports, and making instructional changes based upon individual students needs
- Demonstrated experience with co-teaching with AELP and Special Education teachers
- Provides evidence to support vertical teaming and understanding of students' prerequisite skills necessary for the currently assigned grade level
- Demonstrated experience and success with teaching students with advanced skills
- Demonstrated ability to utilize technology as an instructional tool
- Demonstrated ability to develop relationships with colleagues that are characterized by mutual support and cooperation

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Demonstrates an ability to enhance academic performance and support for implementation of the school district's student achievement goals
- Demonstrates competence in planning and preparing for instruction
- Uses a variety of methods to monitor student learning
- Engages in professional growth
- Demonstrates competence in content knowledge appropriate to the teaching position
- Uses strategies to deliver instruction that meets learning needs of students
- Demonstrates competence in classroom management
- Fulfills professional responsibilities established by the school district
- Adhere to all federal, state, and local educational laws, including Board Policy, Administrative Regulations, and handbooks as developed by the district.
- Perform other such duties as assigned.

### **PHYSICAL, MENTAL, AND VISUAL EFFORT**

Continuous speaking, hearing, and visual effort. Frequent walking, sitting, standing and reaching. Occasional climbing. High degree of concentration requiring continuous and often intense mental and visual attention. Numerous irregularities, complicated and complex tasks are involved. Must have the ability to lift fifty or more pounds on a repetitive basis. Mobility required.

### **WORKING CONDITIONS**

Work is primarily performed in a classroom setting, may include playground supervision and working with students in other settings. Occasionally exposed to dust, noise, odors, and other irritants. Stress associated with work pace and pressure. Work involves regular hours and days as set forth by the Board approved calendar. Some travel may be required. Exposed to hazards of the road when traveling.

### **DISCLAIMER CLAUSE**

I have read and understand the information contained in the Position Description and Specifications. I further understand that this Position Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. I may be required to perform additional tasks necessary to meet district objectives. This Position Description is intended to be an accurate reflection of the principal job elements essential for making fair decisions.

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Employee Signature

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Date

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Supervisor Signature

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Date

Burlington Community School District is an Equal Opportunity Employer. Burlington Community School District ensures equal employment opportunities regardless of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, or gender identity. Burlington Community School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.