



Job Description

Job Title: Teacher
Department: Elementary, Middle School, and/or High School
Reports To: Principal (Building)
FLSA Status: Exempt

General Statement of Duties

The fundamental reason this classification exists is to build a learning community to ensure all learners equal opportunity for an excellent education program that results in learners who are responsible and accountable, value lifelong learning, know how to learn, and are capable of succeeding in an ever-changing society. Teachers may teach one or more subjects to learners, work independently, directly with students, parents, administrators, instructors, and other educational leaders.

Essential Duties and Responsibilities

- Strive to implement the district's mission, instructional goals, and objectives.
- Prepare course objectives and an outline for course of study following district-approved curriculum guidelines or requirements of the State of South Dakota.
- Plan and prepare written lesson plans with identified objectives and standards.
- Collaborate with building principal to determine grade placement of pupils.
- Modify or adapt curriculum to meet the needs of all students.
- Interact with students utilizing a variety of methods and techniques, such as lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.
- Encourage students to set and maintain standards of appropriate classroom behavior. Maintain discipline in classroom and create a positive learning environment, ensure a safe environment for students and staff.
- Plan individual, small group, and large group instruction and activities to stimulate learning and meet the needs of the students.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Provide opportunities for developing student initiative.
- Administer tests to evaluate student progress, record results, and issue reports to inform parents of progress. Maintain accurate assessment records, goals, and progress reports on each student. Prepare and submit reports as requested by administration.
- Utilize time before and after school to provide individual aid to students or as preparation time.
- Assist in the diagnosis of learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
- Report pupils' progress to parents. Meet with parents to discuss student progress or disciplinary problems.
- Maintain home-to-school communication.
- Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s).

- Participate in faculty and professional meetings, parent-requested meetings, educational conferences, district in-service, and teacher-training workshops.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Prepare and submit necessary reports to principal, department head, and district office as requested.
- Requisition supplies and textbooks as needed from building principal.
- Be responsible for care of school property. Assess fines to students as deemed necessary.
- Continue professional development through reading, course work, conference attendance, professional committee work, workshops, and interaction with educators from other districts.
- Compose, type, and maintain routine correspondence, reports, assessments, and various other materials and projects. Submit reports and documents as deemed necessary.
- Operate various equipment to include photocopier, telephone, fax machine, computer, calculator, educational equipment, etc.
- Work directly with highly sensitive student information. Maintain confidentiality of work related information.
- Perform duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the teacher to work the assigned and scheduled shifts,
- Perform other duties as deemed appropriate and necessary.

Minimum Qualifications

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, skill, and/or ability required.

Education and Experience

- Bachelor's degree in education.

Skills and Abilities

- Ability to work well with students, public entities, educational professionals, etc.
- Ability to create, present, and evaluate writing assignments.
- Work under pressure to meet tight time schedules and deadlines, and handle significant problems and tasks, which come up simultaneously or unexpectedly.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the organization.
- Proficiency in math, language, and computer skills.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Certificates, Licenses, Examinations

- Valid South Dakota Teacher Certification with endorsement/authorization in subject matter.
- Highly Qualified Status in subject matter, as defined by South Dakota Department of Education.
- Evidence that a criminal record history check has been conducted in accordance with South Dakota Codified Law.
- Successful completion of written tests and/or verbal interviews and any other examinations as deemed necessary by district.

Physical Demands and Environmental Conditions

The physical demands and environmental conditions 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 the essential functions.

While performing the duties of this job:

- The employee is regularly required to communicate.
- The employee regularly is required to sit and to use hands to finger, handle, or feel.
- The employee is regularly required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 25 pounds.
- The employee is occasionally subject to extended working hours outside of the "regular" workday, week, and calendar year.
- The employee is subject to possible exposure to communicable and blood-borne diseases.
- The noise level in the work environment varies.

Performance Evaluation

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GCNA*.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.