

Job Description

Blue Valley School District

6-8 English Language Arts & MS Literacy Teacher

Purpose Statement

The job of 6-8 English Language Arts & MS Literacy Teacher is done for the purpose/s of engaging students in learning activities that prepare them for secondary success by working towards mastering English language arts standards. The teacher prepares and implements instruction, activities, class periods, materials, and assessments to enable students to improve their skills in the areas of literacy, writing, and communication.

Essential Functions

- Develops and conducts classroom, small group, and individual lessons to teach students communication skills in reading, writing, speaking, and listening.
- Prepares lesson plans, activities, assignments, assessments, and materials that follow curriculum guidelines.
- Provides timely feedback on summative and formative assessments to allow students to improve skills necessary for secondary success.
- Meets with students outside of classroom instruction time in order to provide extra instruction as needed.
- Collaborates and communicates with colleagues, students, and parents to determine best practices and strategies for improving student achievement.
- Establishes and enforces rules for behavior and procedures for maintaining order among students.
- Maintains accurate, complete and correct student records as required by laws, district policies and administrative regulations.
- Administers standard ability and achievement tests and interprets results to determine student strengths and areas of need.

Other Functions

- May direct and organize school activities, clubs and other extracurricular activities.
- Performs administrative duties such as hall & cafeteria monitoring, and bus loading/unloading as assigned.
- Attends staff meetings and serves on staff committees, as required.
- Attends professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Performs other related duties as assigned.

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, preparing and maintaining accurate records; and using district approved crisis intervention techniques.

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: instructional procedures and practices; stages of child development/behavior and learning styles; evidence-based practices to help children meet goals; age appropriate student activities; lesson plan requirements; and behavioral management strategies.

ABILITY is required to schedule activities and/or meetings; gather, collate and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze 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 data of varied types and/or purposes; 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: adapting to changing work priorities; establishing and maintaining constructive relationships; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding and/or coordinating others; 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: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Minimum two years of related teaching experience.

Education: Bachelor's degree in English Education or related field; Master's degree in Education, Curriculum & Instruction or related field preferred.

Equivalency:

Required Testing

Certificates and Licenses

Kansas Teacher Certification

Continuing Educ./ Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status
Exempt

Approval Date

Salary Grade