## BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: MIDDLE SCHOOL TEACHER - Ad Astra Academies

**REPORTS TO: Building Principal** 

SUPERVISES: Assigned students/staff members

**EVALUATION:** As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY: To help students learn subject matter and skills that will contribute to their

development as mature, able, and responsible young people.

QUALIFICATIONS: Bachelors degree in education and licensure at the appropriate level.

## PERFORMANCE RESPONSIBILITIES:

- 1. Meets and instructs students (in person and virtually) in the locations and at the times designated.
- 2. Encourages students to set and maintain standards of classroom behavior (both in person and virtual).
- 3. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- 4. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- 5. Establishes and maintains standards of student behavior needed to achieve effective participation in all activities without interfering with the naturally informal atmosphere of a virtual program.
- 6. Evaluates academic and social growth of students, and keeps appropriate records as required by law, district policy, and administrative regulation.
- 7. Confers with and seeks assistance of district specialists regarding possible learning disabilities of student.
- 8. Communicates with parents through a variety of means. Holds parent conferences to discuss the individual student's progress and interprets the school program.
- 9. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- 10. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner (both in person and virtual).
- 11. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- 12. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- 13. Supervises students in out-of-classroom activities during the assigned working day.
- 14. Attends staff meetings as required.
- 15. Works with designated team to plan and determine appropriate steps to meet student needs.

- 16. Demonstrates effective human relations and communication skills.
- 17. Complies with good safety practices.
- 18. Complies with all district rules, regulations, and policies.
- 19. Other duties as assigned.

## PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

- 1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
- 2. Requires regular attendance and both virtual and physical presence at the job.

APPROVED: pending