



<b>Assignment:</b>	Teacher: Junior High		
<b>Group:</b>	Certified	<b>FLSA Status:</b>	Exempt
<b>Licensure:</b>	Professional Educator License with appropriate endorsement		
<b>Location:</b>	Junior High Schools	<b>Terms of Employment:</b>	198 Days
<b>Supervisor:</b>	Building Principal		

**Job Goal:** To create a flexible program and a class environment favorable to learning and personable growth; to establish effective rapport with students to motivate to develop skills, attitudes, and knowledge needed to provide a good foundation for high school, in accordance with each student's ability; to establish good relationships with parents & with other staff members.

#### **Qualifications:**

- Must have a Professional Educator License with the appropriate middle grade teaching endorsement for subject area(s)
- Must be able to project a positive image of the district to staff, students, parents and the community
- Must have the ability to travel to/from various locations in the district as needed

#### **Duties and Responsibilities:**

1. Facilitate, guide and provide a level of instruction to students
2. Instruct students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school District
3. Develop a student management system and instructional delivery system that are organized, planned and provide necessary modifications for special needs students.
4. Maintain accurate records of student performance and attendance and report those records as required by the administration
5. Establish and maintain standards of pupil conduct needed to provide a safe and secure learning environment
6. Select and request necessary instructional materials and aids necessary for the success of all students
7. Maintain professional competence through attendance at seminars, graduate school, workshops and other professional activities
8. Communicate with parents and school personnel relative to student progress
9. Participate in curriculum and other subject area committees as requested
10. These qualifications are not exhaustive and may be supplemented as necessary by the principal



## **CORE COMPETENCIES**

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

## **Physical Activity Requirements**

- Routine physical activity associated with normal school environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computer, extensive reading.

## **EVALUATION: Building Administrator**

07/16