



# Claremore Public Schools

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**Job Title:** Certified Teacher  
**Department/School:** Assigned Campus  
**Reports To:** Superintendent, Site Administration, and/or Designee  
**FLSA Status:** Exempt  
**Contract Status:** Certified  
**Salary Scale:** Degree/Experience Specific  
**Job Code:** Elementary - CT 6000, Junior High - CT 6500, High School - CT 7000

**Summary:** Under the general supervision of the School Principal, to facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

## **Qualifications:**

- **Education/Certification:**
  - Bachelor's degree from accredited university
  - Valid Oklahoma teaching certificate with required endorsements or related training and work experience for certification waivers. Currently non-certified candidates must be eligible for Teacher Certification. Please review [Teacher Certification on the OSDE Website](#).
  - Demonstrated competency in the core academic subject area(s) assigned
  
- **Special Knowledge/Skills:**
  - Knowledge of core academic subject assigned
  - Knowledge of curriculum, instructional methods and strategies along with educational pedagogy, and differentiated instruction based upon student learning styles
  - Knowledge of data information systems, data analysis and the formulation of action plans
  - Ability to instruct students and manage their behavior
  - Ability to engage in self-evaluation with regard to performance and professional growth
  - Strong organizational, communication, and interpersonal skills
  
- **Experience:**
  - Student teaching, approved internship, or related work experience

**Major Responsibilities and Duties:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of*



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*the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- **Instructional Strategies**
  - Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
  - Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Oklahoma law, the Oklahoma State Department of Education, board policies, and administrative regulations.
  - Conduct assessment of student learning styles and use results to plan instructional activities.
  - Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
  - Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
  - Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.
- **Student Growth and Development**
  - Conduct ongoing assessment of student achievement through formal and informal testing.
  - Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
  - Be a positive role model for students; support the mission, vision, values, and goals of the school district.
- **Classroom Management and Organization**
  - Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
  - Manage student behavior in accordance with Student Code of Conduct and student handbook.
  - Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
  - Assist in selecting books, equipment, and other instructional materials.
  - Compile, maintain, and file all reports, records, and other documents required.
- **Communication**



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- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Professional Growth and Development
  - Participate in staff development activities to improve job-related skills.
  - Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research individually and/or as provided by the District.
  - Comply with state, district, and school regulations and policies for classroom teachers.
  - Attend and participate in faculty meetings and serve on staff committees as required.
- Other
  - Follow district safety protocols and emergency procedures.

## **Supervisory Responsibilities:**

- Direct the work of assigned instructional aide(s) if applicable.

**Mental Demands/Physical Demands/Environmental Factors:** *The physical demands 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.*

- Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; [P.E. teachers: automated external defibrillator (AED)]
- Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Motion: Frequent walking
- Lifting: Regular light lifting and carrying (less than 20 pounds); may lift and move text books and classroom equipment
- Environment: Work inside, may work outside; regular exposure to noise
- Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours
- Noise Level: The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

## **Travel Requirements:**

Travels to school district buildings and professional meetings as required.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_