

Classroom Instructor Job Description

Purpose: The Classroom Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Classroom Instructor must work closely with other staff and the administration of Derby Public Schools.

Responsible to: Principal and/or Program Director

Salary: Annual Contract

Classification of Employment: Exempt

Date: January 2013

Qualifications:

1. Bachelors degree from an accredited college/university.
2. Current Kansas State Teaching License on file in the Central Office.
3. Desire to continue career improvement.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Use planning and preparation time effectively.
- b. Promote a positive classroom environment.
- c. Provide quality instruction.
- d. Demonstrate appropriate professional responsibilities.
- e. React to change productively and handle other tasks as assigned.
- f. Support the value of an education.
- g. Support the philosophy and mission of Derby Public Schools.
- h. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
- c. Occasional requires the ability to stoop, bend and reach.
- d. Must be able to work indoors and outdoors year-round.
- e. Must be able to work in noisy and crowded environments.
- f. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Demonstrate knowledge of content and pedagogy.
2. Demonstrate knowledge of students.
3. Select instructional goals.
4. Demonstrate knowledge of resources.
5. Design coherent instruction.
6. Assess student learning.
7. Create an environment of respect and rapport.
8. Establish a culture for learning.
9. Manage classroom procedures.
10. Manage student behavior.
11. Organize physical space.
12. Communicate clearly and accurately with all members of the school district and community.
13. Use questioning and discussion techniques.
14. Engage students in learning.
15. Provide feedback to students.
16. Demonstrate flexibility and responsiveness.
17. Reflect on teaching.
18. Maintain accurate records.
19. Contribute to the school and district.
20. Grow and develop professionally.
21. Coordinate and supervise field trips.
22. Assist with the activities of student organizations.
23. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation and open house.
24. See that district policies are observed during all activities.
25. Obtain advance approval of the principal for all activities and expenditures.
26. Adhere to all district health and safety policies.
27. Other duties as assigned by the principal or other administrative staff, which are consistent with the general requirements and qualifications of the position.