Glendale School District #77

Bridget McMillen
Superintendent
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P.O. Box E, Glendale, OR 97442

JOB DESCRIPTION

TITLE: Classroom Teacher
REPORTS TO: Superintendent

JOB SUMMARY

To help students learn subject matter and/or skills in a positive atmosphere that will result in their development as responsible, respectful, and independent learners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans a developmentally appropriate program of study that meets the individual needs, interests and abilities of students and aligns to state standards of learning while fitting in to the goals and mission of the district. Manage student supervision issues and enforce school behavioral expectations.
- Creates a classroom environment that is conducive to learning and appropriate to the development and interests of students.
- Develops and enforces written rules for student behavior.
- Achieves and maintains proficient levels of performance, as described in the District and school evaluation policies and procedures and as communicated by the administration.
- Guides the learning process toward the achievement of curriculum.
- Establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students. Effectively communicate appropriate consequences for misbehavior.
- Employs instructional methods and materials that are most effective for meeting stated objectives. Knowledge and experience using PBIS.
- Possesses Skills to communicate effectively and problem solve with school principal and other stakeholders. Regular attendance is essential to meeting the essential functions.
- Administers state and federal tests in accordance with established rules and procedures.
- Assesses the accomplishments of students on a regular basis by using formative and summative assessment and provides individual feedback on reports as required. Advocate for children and actively embrace community involvement.
- Identifies possible learning-related disabilities of students, documents as necessary, provides intervention and seeks the assistance of district specialists as needed.
- Collaborates with colleagues, students, and/or parents on a regular basis.
- Develop and maintain positive, appropriate professional relationships with students and recognize necessary boundaries in interacting with students.
- Model personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.

- Assists the administration in implementing all policies and/or 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.
- Plans purposeful assignments for teacher aid(s) and/or volunteer(s) and provides job performance feedback to administrators as appropriate. Scheduling referee and game officials.
- Speak and behave in a professional manner with students, colleagues and members of community.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Align with district and school goals, and follow specified standards, policies, and procedures of the building and District.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the District and through consultation with District support staff and attendance at building and District in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Other duties as assigned by Superintendent.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Must have valid TSPC Oregon teaching license with proper endorsement(s) in the subject matter and grade level assigned.
- **Interpersonal Skills:** Knowledge of augmentative and alternative communication techniques. Works well with others from diverse backgrounds. Ability to work as part of a multidisciplinary team and collaborate well with others. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff and the public as well as the ability to work independently. Ability to exercise independent judgement. Punctual and regular work attendance.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to staff and the public. Ability to verbally respond to common inquiries from staff and the public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as interest, proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to create and interpret bar graphs, pie charts and other representations of financial data.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** Proficient knowledge of MS Office 365, Google Apps for Education, Windows and iOS devices and other various programs as needed.
- **Other Skills and Abilities:** Attends work regularly and as scheduled. Possess the ability to perform all functions of the job with or without reasonable accommodation. Ability to appropriately communicate with diverse staff and others including outside agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Ability to work independently.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License.

PHYSICAL DEMANDS

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.

- Frequently required to walk, stand and sit.
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl.
- Regularly required to talk and hear.
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision..
- Regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

EMPLOYEE STATEMENT

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time, and that I remain responsible for knowledge of its contents.
- I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work in this position.

Signature: _____ **Date:**_____