

JOB TITLE: TEACHER

GROUP: HEA

BASE CONTRACT DAYS PER FISCAL YEAR: 180

FLSA STATUS: Exempt

Plus additional days as provided by the HEA bargaining agreement

SUMMARY: Teachers help students learn skills and develop attitudes and appreciations which will lead them toward the fulfillment of the District's goals of education

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform such classroom teaching and other duties related to the school program as may be assigned from time to time by the Principal or designee.
- Keep current on educational research, trends, and practices.
- Integrate a variety of instructional strategies and curriculum content.
- Establish immediate and long range objectives which are in accord with District and building curricula.
- Prepare and implement effective plans to meet objectives; motivate student by making lessons interesting and challenging.
- Give explanations, reasonable and appropriate assignments, and directions clearly.
- Organize the classroom setting to contribute to the learning process.
- Evaluate individual student progress regularly and maintain records for report card and/or parent conference.
- Work collaboratively and cooperatively with grade level and/or building subject area teachers to develop and align curriculum, instruction, and interdisciplinary projects.
- Enlist the assistance of counselors, administration, and other support personnel where appropriate.
- Provide lesson plans for guest teacher.
- Establish clear parameters for student behavior in the classroom.
- Discipline student in a firm and controlled manner.
- Encourage students to develop courtesy, self-control, respect, and responsibility.
- Enforce rules throughout the school.

JOB DESCRIPTION: TEACHER

- Demonstrate continued professional development.
- Develop rapport with students as individuals in a professional manner.
- Participate in extra-curricular responsibilities.

Site-based Alternative Educational Programs

In order to promote the educational outcomes of a site-based alternative educational programs, one or more of the following duties and responsibilities for may be in addition to or in lieu of the duties and responsibilities of a traditional teacher.

- Facilitate internship searches, ensure each student has a mentorship, and monitor internships through site-visits, phone calls, and mentor meetings.
- Advocate for, and on behalf of, students and families.
- Lead extended overnight trips in the wilderness and at the Outdoor School.
- Coordinating partnership activities with external organizations.
- Participate in leadership training weekends, monthly retreats, and other meetings/trainings necessary for effective implementation of the program.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Current Washington State Teacher's certificate with appropriate subject area endorsement(s)

CONDITION OF EMPLOYMENT:

Criminal background clearance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Current trends and practices in education

Instructional theory and its application

Techniques to motivate student learning via inquiry, discussion, and application of knowledge

Organizing the physical and human elements in the educational setting

Instructional and non-instructional human dynamics

Standards-based instruction and familiarity with Washington State Essential Academic Learning Requirements

School board policies and procedures

ABILITY TO:

Communicate effectively verbally and in writing.

Maintain effective working relationships with other people.

Operate a variety of modern office equipment including microcomputers and related software.

Provide instructional leadership

Organize and set priorities

Work independently with minimal supervision.

Exercise good judgment and maintain confidentiality.

Adapt instructional materials and strategies to accommodate the wide range of skills which exist in a classroom.

Apply current trends and practices in education

Teach in a multi-cultural and mainstream setting

Use technology to enhance instruction

JOB DESCRIPTION: TEACHER

Be fair and consistent with all students
Provide guidance and assistance to students
Meet responsibilities in a punctual and reliable manner
Comply with school board policies and follow administrative procedures.

REPORTING RELATIONSHIP: Building Administrator or designee

EVALUATION: The teacher will be evaluated by the principal or designee based on performance of duties and responsibilities.

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.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to reach above and below their shoulders and bend/twist at the waist. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.05.28
Revised Condition of Employment section, 2021.12.07
Updated Context and Mission by Human Resources, 2018.04.19
Updated to add EEOC statement, 2017.03.07
Transferred to new format by Human Resources, 2013.12.12
Updated format by Human Resources, 2013/06
Revised by Human Resources, 11/2009
Revised and approved, 02/1993

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166