



## HOT SPRINGS SCHOOL DISTRICT

### Job Description for Teacher

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**DEPARTMENT:** Teaching

**POSITIONS SUPERVISED:** N/A

**GRADE/LEVEL:** PK-12

**WORK SCHEDULE:** Per contracted days

**JOB STATUS:** Full Time

**REPORTS TO:** Principal

**F.L.S.A:** Exempt

#### POSITION SUMMARY

The teacher provides instruction and support to assist students in learning subject matter and skills that will contribute to their intellectual, emotional and psychological development.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- To communicate, collaborate and cooperate with colleagues, supervisors, parents and students in a professional manner
- To teach Hot Springs School District's approved curriculum
- To be prepared to instruct all assigned classes at the designated time and place
- To plan a program of study and prepare lesson plans and instructional materials that meet the individual needs, interests and abilities of the students
- To create a classroom environment that is conducive to learning and appropriate to the maturity and abilities of the students
- To encourage students to set and maintain standards of classroom behavior
- To guide the learning process toward the achievement of curriculum goals and in harmony with the goals, establish clear objectives for all lessons, units and projects
- To take all necessary and reasonable precautions to protect students, equipment and facilities
- To employ a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided the needs and capabilities of the individual or student groups involved
- To assess the academic and social growth of students on a regular basis, keep appropriate and accurate records, and prepare progress reports as required
- To maintain accurate and complete records as required by law, district policy and administrative regulations
- To identify student needs, make appropriate referrals and develop strategies for individual education plans
- To communicate regularly with parents by means of web-based reporting sites, newsletters, notes, phone calls and conferences
- To plan and coordinate the work of paraprofessionals, parents and volunteers in the classroom and on field trips
- To create an environment for learning through functional and attractive displays, interest centers and exhibits of student work
- To adhere to all rules and regulations as stated in Hot Springs School District Personnel Policies Handbook
- To perform additional duties and responsibilities as assigned by employee's supervisor, the principal, or the superintendent

#### EDUCATION AND LICENSURE REQUIREMENTS

Bachelor's Degree in the area of teaching assignment and/or valid Arkansas educator's license or alternative license for compliance with the necessary ADE requirements to meet the positions essential duties and responsibilities.



**EXPERIENCE**

One year experience in a job related field or educational equivalency is preferred, but not required.

**PHYSICAL REQUIREMENTS**

Hand-eye and mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive movements. Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds as needed to move objects often.

**OTHER REQUIREMENTS**

Excellent oral and written communication skills. Skills in human relations, leadership, and conflict management. Knowledgeable of teaching techniques that meet the diverse needs of students. Demonstrated skills in the use of technology to enhance student learning.

**WORK ENVIRONMENT**

The work environment characteristics 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 with the essential functions.

The HSSD HR Office has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the HSSD reserves the right to change this job description and/or assign tasks for the employee to perform, as the HSSD may deem appropriate.

**The Hot Springs School District is an Equal Opportunity Employer.**

It is the policy of the Hot Springs School District not to discriminate on the basis of age, sex, race, color, religion, national origin, or disability in its educational programs, activities or employment practices.

**I have read and understand this job description and can fulfill the essential duties and responsibilities as listed above.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**