

Johnston Community School District
P.O. Box #10
Johnston, IA 50131
3/2011

POSITION: Certified Teaching Position

SUPERVISOR/EVALUATOR: Building Principal

CONTRACT LENGTH: Per Johnston Community School District Board Policies and JEA Master Agreement (Currently 194 day contract)

QUALIFICATIONS, CERTIFICATION, AND EXPERIENCE:

- Punctuality and attendance--regularly begins and ends tasks on time
- Demonstrates positive interpersonal relationships and works cooperatively with students, parents and staff
- Project a positive image as an educator in the school and in the community
- Promotes a positive image of the Johnston Schools
- Respects differing points of view
- Demonstrates an understanding and acceptance of diverse racial, ethnic, cultural, gender, special needs and religious groups
- Uses discretion in handling confidential information and situations
- Actively supports expectations of student behavior outside of the classroom during the school day
- The teacher demonstrates a positive attitude and manages stress in a constructive manner
- The teacher uses humor when appropriate

PERFORMANCE RESPONSIBILITIES:

PERSONAL PERFORMANCE CRITERIA

- Works well with others, maintaining positive and effective communication with school personnel and students
- Contributes to creating a positive work environment
- Demonstrates integrity and respects confidentiality
- Arrives on time and works consistently until the end of his/her scheduled day
- Takes advantage of professional growth opportunities related to his/her specific job
- Works independently and with confidence
- Demonstrates ability to grasp and adjust to new and changing situations
- Demonstrates initiative and ability to work without close supervision

PROFESSIONAL PERFORMANCE CRITERIA

INSTRUCTIONAL PROCESS

- Teaching to local curriculum standards

- Curriculum is presented from whole to part with an emphasis on what students should know and be able to do
- Communicates learning goals to students and parents
- Incorporates, on a regular basis, activities for students which require applications of learning
- Creates a classroom environment that promotes learning
- Establishes fair and appropriate classroom rules
- Corrects inappropriate behavior in an appropriate and timely manner
- Reinforces positive behaviors
- Consistent in expectations concerning student behaviors
- Establishes and maintains rapport with students
- Demonstrates appropriate instructional preparation
- Uses knowledge of students to design educational experiences
- Has materials prepared prior to the beginning of class
- Lessons align with the district standards and assessments
- Designs lessons that are appropriate to age level and student interest
- Lesson design is logical and provides for a clearly understood flow of learning
- Designs educational experiences that utilize district provided technologies
- Uses effective instructional techniques
- Uses instructional time effectively
- Both group and individual instruction are used on a regular basis with limited use of large group lecture
- Employs a variety of instructional techniques and strategies including multi-sensory approaches, appropriate questioning and modelling, role playing, self-teaching and activity-based learning
- Utilizes a variety of instructional resources outside of the textbook
- Classroom technology is an integrated part of the teaching and learning process
- Modifies lesson plans and instructional techniques as required by student learning styles
- Instructional techniques provide all students the opportunity to learn
- Instruction is free of cultural, religious, ethnic or gender bias
- Responds in a positive and constructive manner to student questions
- Provides students with opportunities for success
- Models and promotes honesty, respect for people and property, responsibility for personal and group actions, personal integrity and the value of hard work
- Uses effective assessment strategies
- Assessments directly relate to core curricular concepts and are in integral part of teaching and learning
- Assessment of student progress includes both traditional and alternative assessment measures
- Assessment is interwoven with learning and occurs on an ongoing basis. Assessment is not solely an end product

PROFESSIONAL RESPONSIBILITIES

- Demonstrates a commitment to professional growth
- Keeps current with appropriate teaching content and instructional techniques and strategies (*e.g. participation in professional organizations, workshops, conferences, including the development of technology skills*)

- Applies knowledge gained through professional growth to the classroom
- Contributes and participates in a positive manner to building and district professional growth opportunities
- Works collegially to select and implement building and district goals
- Remains informed on building and district policies and works cooperatively toward their implementation
- Participates, when appropriate, in curriculum development and building/district assignments
- Meets responsibilities beyond the school day related to school functions
- Maintains a professional appearance appropriate to job responsibilities
- Assumes leadership roles (committee participation, department chairs, curriculum review, etc.)

EVALUATION: Job evaluation will be conducted in accordance with the Master Agreement.

Non-discrimination Statement

It is the policy of the Johnston Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Kacer, Executive Director of Human Resources, 5608 Merle Hay Road, Johnston, Iowa 50131, (515) 278-0470.