

**Kearsarge Regional School District**  
**Job Description**

**“Inspiring learners, committing to community, contributing to a dynamic world.”**

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<b>Job Title:</b>	<b>Middle School Teacher</b>
<b>Location:</b>	<b>Middle School</b>
<b>Reports To:</b>	<b>Building Administration</b>
<b>FLSA Status:</b>	<b>Exempt</b>

**Essential Functions:**

- Administers required assessment programs, subject specific assessments, etc. (e.g. state, district, and school assessment tools) for the purpose of assessing student competency levels and/or developing curriculum.
- Informs parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Coordinates a variety of activities (e.g. field trips, first aid coverage, transportation, assemblies, etc.) for the purpose of ensuring the availability of equipment, materials and personnel to achieve objectives.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
- Directs student teachers, instructional assistants (para educators and tutors), volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Implements academic, behavior, health and nutrition plans for the purpose of ensuring compliance with regulatory requirements, established guidelines, and performance standards and encouraging parent involvement.

- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- Models classroom procedures and expectations for the purpose of demonstrating appropriate social and interpersonal behavior.
- Monitors students in a variety of educational environments (e.g. classroom, field trips, hallways, assemblies ) for the purpose of providing a safe and positive learning environment.
- Organizes age appropriate indoor and/or outdoor activities for the purpose of ensuring student participation in learning and community building activities.
- Prepares a variety of materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution in accordance with school policies.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Adapts classroom work for the purpose of providing students with instructional materials that address their respective needs within established lesson plans.
- Advises students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code and school policies.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Communicates expectations, student achievement, and curriculum requirements, for the purpose of developing methods of improvement and/or reinforcing classroom goals in the home environment.
- Addresses recertification requirements for the purpose of maintaining state licensure and highly qualified status.
- Integrates professional development goals with building and district goals for the purpose of aligning personal skill sets with building and district goals.
- Incorporates professional development into classroom instruction for the purpose of implementing curriculum that supports student achievement.

<b>Skills:</b>	Specific skill-based competencies required to satisfactorily perform the functions of the job include: verbal and written communication skills (including public speaking); presentation skills; effective listening skills applying assessment instruments; operating standard office equipment including using pertinent software applications; interpreting data; using technology as an instructional tool; developing materials for lesson plans; and preparing and maintaining accurate records.
<b>Knowledge:</b>	Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.
<b>Abilities:</b>	Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.
<b>Working Environment:</b>	The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

**Minimum Qualifications:**

<b>Experience:</b>	None required, relevant experience preferred
<b>Education:</b>	Minimum of a Bachelor's degree from an accredited institution in job related area.
<b>Certification(s):</b>	Hold or be eligible for a NH teacher certification in the appropriate content area.

Approved by the HR Committee On:	4/2/19
Revised Date:	