



KENT SCHOOL DISTRICT

EQUITY | EXCELLENCE | COMMUNITY

Position Description

TITLE:	K-12 Teacher	REPORTS TO:	Principal/Other School Administrator
COMMUNITY:	N/A	CLASSIFICATION:	KEA
FLSA:	Exempt	WORK YEAR:	185 KEA Calendar
ISSUED:	December 11, 2023	SALARY:	KEA Salary Schedule

PRIMARY PURPOSE:

The purpose of this position is to create positive learning experiences for students and to provide instruction to students.

REPRESENTATIVE DUTIES:

- Directs and evaluates the learning experiences of the students in both curricular and co-curricular activities.
- Maintains order in the classroom and in the building.
- Provides guidance to students that will promote their educational development.
- Maintains adequate and careful records as required by the principal and superintendent.
- Participates in staff meetings and in-service training programs.
- Makes regular reports to parents on the progress of students.
- Provides for the care of school property and appropriate use of supplies, equipment, and utilities.
- Participates in the planning and evaluation of the school program.
- Assumes responsibility for co-curricular and other duties beyond regular classroom activities as determined by the principal and agreed upon by the teacher.
- Adjusts instruction when there are significant differences between actual and predicted performance.
- Keeps abreast of developments and improved techniques in education and adopts those which will contribute to the improvement of student performance.
- Provides guidance to students that promotes good citizenship.

OTHER JOB DUTIES:

- Participates in budget decisions.
- Serves on committees and works on special projects.
- Serves as member of the instructional team of the school and district; performs related duties consistent with the scope and intent of the position as assigned.

REQUIRED QUALIFICATIONS:

Knowledge, Skills, and Abilities

- Knowledge of classroom instruction and presentation techniques in a diverse, multi-cultural environment.
- Knowledge of the assigned curriculum.
- Ability to analyze and synthesize data.
- Ability to produce accurate records and reports.
- Ability to make independent decisions.
- Ability to establish and maintain effective working relationships with students, parents, colleagues, administrators, and others as needed.
- Ability to communicate effectively.
- Ability to adapt instruction and practice for all students in a classroom.
- Ability to learn and operate a variety of software programs.
- Ability to organize and coordinate workload.
- Ability to be flexible and adaptable.

Education and Experience

Bachelor's degree and completion of an accredited teacher training program as determined by the Washington State Department of Education; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work and to meet certification requirements.

Working Relationships:

Reports to the principal or other administrator. Interacts daily with students; maintains cordial and cooperative working relationships with colleagues, parents, administrators, and other district staff.

Licensing and Certification

Valid Washington State teacher's certificate with appropriate endorsement(s).

WORKING CONDITIONS:

The daily instructional activities are typically performed in a classroom setting or in a pull-out model with small groups of students. There is a high level of interaction with students. The work may require moving, lifting, and storing of materials and equipment. Frequent interruptions occur; visual and mental concentration on details and precision is required. The teacher may be exposed to infectious diseases and biohazards.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.