

TRI COUNTY AREA SCHOOLS
SCHOOL DISTRICT POSITION DESCRIPTION

Position Title:	Teacher
Department:	Building
Reports to:	Principal
Date:	August 2013

SUMMARY

Help students to learn subject matter and skills, which will lead toward the fulfillment of their potential for intellectual, emotional, and psychological growth. Directs and evaluates the learning experiences of the students in activities sponsored by the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Teach the district approved curriculum and use district approved resources.
- Plan and prepare for classes assigned.
- Create a classroom environment that is conducive to learning.
- Guide the learning process towards the achievement of curriculum goals, and establish clear objective for all lessons, units, projects, and the like to communicate these objectives to students.
- Establish and maintain standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluate pupils' academic growth, keep appropriate records, and prepare grade reports.
- Maintain accurate, complete, and correct records as required by law.
- Communicate regularly with parents.
- Identify pupil needs, make appropriate referrals, and develop strategies for individual education plans
- Coordinate the work of teacher assistants, parents, and volunteers in the classroom and/or field trip.

QUALIFICATIONS

Must hold a valid State of Michigan teaching certificate and meet NCLB requirements.

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 stand and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, for example, school supplies and books. Specific vision abilities required for this job include close vision and the 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.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.