



## *Monticello Community School District Job Description*

**Job Title:** CLASSROOM TEACHER

**Reports to:** Building Principal

**Status:**        ☒ Full Time or ☒ Part Time  
                 ☐ Hourly   ☒ Salary

**Date Revised:** 11/2017

**Basic Function:** *To educate the students of the District using approved curriculum.*

**Essential Functions:**

1. Teach reading, language arts, social studies, mathematics, science, art, health, physical education, career and technical courses, and/or music to pupils in a classroom as appropriate to grade level / building level, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Prepare course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
3. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
5. Communicate with parents through conferences and other means to discuss pupil's progress and interpret the school program.
6. Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
7. Maintain professional competence through in-service education activities provided by the district and self-selected professional growth activities.
8. Supervise pupils during the assigned working day.
9. Administer group-standardized tests in accordance with district testing program.
10. Participate in curriculum development programs as required.

11. Keep and maintain attendance and grade records as required by school.

12. Other duties as assigned.

**Specifications/Qualifications:**

Possess or be able to acquire valid Iowa teaching license, authorization or endorsement

**Physical Requirements:**

May be required to lift up to 20 pounds.

**Working Conditions:**

Generally work indoors, but may be required to work out-of-doors. May included hot conditions depending on local weather conditions. All classrooms are heated. High School classrooms are climate controlled. Some other classrooms throughout the District are climate controlled.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** The physical demands, work environment factors and mental functions described below are representative of those that must be met by and 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.

Physical Activities	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				x
Sit		x		
Use hands				x
Reach with hands & arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste			X	
Smell			x	
Weight & Force Demands	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			x	
Up to 100 pounds		X		

More than 100 pounds		x		
<b>Mental Functions</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			x	
Copy		x		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		x		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		x		
<b>Work Environment</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)				x
Work near moving mechanical parts				x
Work in high, precarious places			x	
Fumes or airborne particles			x	
Toxic or caustic chemicals			x	
Outdoor weather conditions		x		
Extreme cold (non-weather)		x		
Extreme heat (non-weather)			x	
Risk of electrical shock		x		
Work with explosives		x		
Risk of radiation		X		
Vibration		x		
<b>Vision Demands</b>	<b>Required</b>			
No special vision requirements				
Close vision (clear vision at 20 inches or less)	x			
Distance vision (clear vision at 20 feet or more)	x			
Color vision (ability to identify and distinguish colors)	x			
Peripheral vision	x			
Depth perception	x			
Ability to adjust focus	x			
<b>Noise Level</b>	<b>Exposure Level</b>			

Very quiet	
Quiet	
Moderate	x
Loud	x
Very Loud	

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee. Either the school district or the employee can terminate the employment relationship at will, with or without cause, so long as there is no violation of applicable federal or state law. The school district maintains its discretion in setting the number of days notice terminating an "at will" employee.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*A signed copy of this job description should be placed in the employee's personnel file.*