



## JOB DESCRIPTION

### CERTIFIED TEACHER

October 2019

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<b>Position Type:</b>	<b>Certified</b>
<b>Reports to:</b>	<b>Building Principal</b>
<b>Department:</b>	<b>Instruction</b>
<b>Pay Scale:</b>	<b>Certified Teacher Scale</b>
<b>Contract Days:</b>	<b>180</b>
<b>Job Number:</b>	<b>210</b>

### POSITION SUMMARY

The certified teacher promotes and develops District approved, developmentally appropriate curriculum and instruction for students; is responsible for consistently measuring and evaluating student progress; and provides a safe and optimal learning environment for every student.

The certified teacher supervises and develops lessons for students; is responsible for partnering with families through collaboration, communication, and education; performs all other duties assigned in accordance with District policies and terms of the teacher contract.

### QUALIFICATIONS/JOB REQUIREMENTS

- Bachelor's degree in Early Childhood Education; Child Development or Early Intervention; Elementary Education or Secondary Education from an accredited institution.
- Active and valid subject and level certification by the Oklahoma State Department of Education.
- Demonstrated knowledge and classroom implementation of best practices in instructional strategies.
- Knowledge of social-emotional learning and growth mindset.
- Knowledge of typical and atypical child development.
- Demonstrate the ability to establish and maintain a high standard of behavior.
- Ability to establish and maintain effective and cooperative working relationships with peers, school leaders, District staff, students, parents and the community.
- Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
- The following characteristics and physical skills are important for the successful performance of assigned duties.
- Demonstrate a thorough knowledge of assigned curriculum and child development.
- Demonstrate a thorough knowledge of teaching principles and methodology.
- Possess the ability to clearly communicate both orally and in writing.
- Demonstrate the ability to understand and follow written and oral instructions.
- Demonstrate the ability to effectively manage the classroom and students.
- Demonstrate the ability to effectively facilitate student development and academic achievement.

### DUTIES AND RESPONSIBILITIES

Employees holding this assignment may perform some or all of the following tasks. An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation. Other duties may be assigned as necessary by the Building Principal.

- Become knowledgeable of District policies, processes and guidelines.
- Comply with applicable District, state, local and federal laws, rules and regulations.
- Ensure the safety of every student.
- Work cooperatively with other team members to improve the instructional program.
- Evaluate and differentiate student progress and adapt individual programs to meet student needs.
- Effectively use computers and technology to support effective instruction and student learning.
- Follows state guidelines regarding the toileting of students, as needed

- Attend work regularly and be punctual.
- Attend professional development and other scheduled meetings.
- Embrace and implement innovative instructional strategies.
- Plan, implement and teach a developmentally appropriate program following federal, state, and district outcomes that meet the individual physical, intellectual, social, cultural, creative, and emotional needs and abilities of the students.
- Employ instructional methods and strategies that are appropriate for meeting students' needs and educational objectives.
- Conduct screenings and tests to evaluate and monitor results and progress of students.
- Implement the Common Core curriculum with rigor, purpose, and planning.
- Be passionate for instructional excellence.
- Be a role model in all aspects of professionalism and demonstrate a positive attitude.
- Participate in various meetings and committees for the purpose of receiving and or providing information, and providing feedback to students, parents, and supervisors regarding student goals and progress.
- Collaborate with staff and parents for the purpose of improving the program and quality of student performance, planning curriculum and events, and developing solutions.
- Train and monitor the success of educational assistants through planning, conducting regular observations, conferencing, and providing resources.
- Maintain records and mandatory documents.  
Create a classroom environment that is conducive to learning and growing.
- Manage student behavior for the purpose of providing a safe and optimal learning environment.
- Consult with families and collaborate to provide engaging opportunities to participate in their child's education.
- Assist parents in increasing their knowledge in child growth and development through regular communication, conferences, visits, activities, and community events.

**WORKING CONDITIONS:**

- Office environment
- Occasional travel to and from student homes and other school sites.
- Must be able to sit or stand for prolonged periods.
- Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
- Must be able to move throughout the building and from building to building.
- Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
- Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
- Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
- Must be able to review written materials in print and electronic formats. 8. Must be able to complete job duties in an environment where background noise and frequent interruptions.

**ACKNOWLEDGEMENT:**

I have read and understand the essential functions for this position and certify that:

\_\_\_\_ I have the ability to perform the essential functions of this position either with or without a reasonable accommodation.

\_\_\_\_ I do not have the ability to perform the essential functions of this position either with or without a reasonable accommodation.

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Employee Printed Name

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Employee Signature

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Date