

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 6
JOB DESCRIPTION

Position:	Teacher, Pre-K through Grade 12 (Includes: Elementary, Middle, and Secondary Level Teachers [Classroom and Content Area]; ESL Teachers; Gifted & Talented Teachers; Industrial Technology Teachers; Literacy Teachers; Physical Education Teachers; and Visual/Performing Arts Teachers)
Department:	Pre-K through 12 School Buildings
Reports To:	Principal, Assistant Principal
Reviewed By:	Negotiations Committee
Reviewed Date:	March 22, 2016
Approved By:	MSAD 6 Board of Directors
Approved Date:	April 4, 2016
Revised Date:	

Job Goal:

To create a flexible instructional program and a class environment favorable to learning and personal growth; to establish effective rapport with students assigned to the classroom; to motivate pupils to develop attitudes and knowledge needed to ensure that effective learning occurs for each child, every day; to collaborate with other teachers, other professional staff, and administration in addressing instructional and/or classroom issues; and to respond to a wide range of inquiries from students' parents or guardians regarding instructional programs and student progress. This employee is responsible for instructional planning, management of behavior, delivery of instruction, and assessment of performance for all assigned students.

Qualifications:

1. Degree(s) required in major area of study.
2. Maine Department of Education certification in content area and other legal credentials required to be "highly qualified" according to State and Federal guidelines.
3. Experience related to the instruction of students of similar age and in the subject area(s) to be assigned.
4. Demonstrated positive, professional relationships with students and colleagues; evidence of strong desire to work with school-age youth.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Responsibilities and Duties:

1. The teacher demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences.

A teacher in MSAD 6 bases instruction on goals that reflect high expectations, rigorous outcomes, and an understanding of the subject with an awareness of cross-content standards. The teacher understands the intellectual, social, emotional, and physical development of the age group.

2. The teacher plans using the District's standards and performance indicators, the District's educational programs, effective strategies, resources and data to meet the needs of all students.

Using student learning data to guide planning, a teacher in MSAD 6 plans time realistically for pacing, content mastery, transitions, and for differentiated instruction.

3. The teacher effectively engages students in learning by using a variety of instructional strategies in order to meet individual learning needs.

To enhance student learning, a teacher in MSAD 6 uses a variety of effective instructional strategies, resources, and instructional technology. The teacher communicates clearly and checks for understanding.

4. The teacher systematically gathers, analyzes, and uses all relevant data to measure student academic progress, guide instructional content and delivery methods, and provide timely feedback to both students and parents throughout the school year.

A teacher in MSAD 6 uses assessment tools for both formative and summative purposes to inform, guide, and adjust student learning and uses a variety of assessment tools to demonstrate student outcomes of district standards and performance indicators. The teacher uses grading practices that report final mastery in relationship to content goals and objectives.

5. The teacher uses resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning.

A teacher in MSAD 6 establishes clear expectations with student input for classroom rules and procedures and establishes a climate of trust and teamwork by being fair, caring, respectful, and enthusiastic. The teacher respects students' diversity including language, culture, race, gender, and special needs.

6. The teacher maintains a commitment to professional ethics, communicates effectively, and takes responsibility for, and participates in, professional growth that results in enhanced student learning.

A teacher in MSAD 6 sets goals for improving knowledge, skills, and practices by incorporating learning from professional growth opportunities and maintaining awareness of “best practices” through reading education, journals, books, and research. The teacher strives to work in a collegial and collaborative manner with administrators, other school personnel, and the community.

7. The work of the teacher results in acceptable, measurable, and appropriate student academic progress.

A teacher in MSAD 6 sets acceptable, measurable, appropriate, and rigorous achievement goals for student academic progress based on baseline data and uses available performance outcome data to continually document and communicate student academic progress and develop interim learning targets.

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

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 to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee is frequently required to reach with hands and arms. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee must have the ability to move about between district locations and/or inside/outside the vehicle. The employee must have the ability to effectively communicate accurate information to staff and community members. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

Work Conditions:

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 individual with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee regularly works indoors. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints while interacting with the public.

Work Year: Teacher work year as specified in the Agreement between the MSAD 6 Board of Directors and the Saco Valley Teachers Association.

Wage and Benefits: In accordance to the Agreement between the MSAD 6 Board of Directors and the Saco Valley Teachers Association.

Evaluation: Performance in this position will be evaluated in accordance with the provisions of the MSAD 6 Board of Directors' policy.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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.

An employer must consider reasonable accommodations if the prospective employee meets the criteria as a qualified individual with a disability under the Americans with Disabilities Act of 1990 (ADA).

I have read, understand and am able to fulfill the requirements necessary to perform this job.

Signature:

Teacher, Pre-K through Grade 12

Date