



METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP

Administrative Services Center

6901 Zionsville Road, Indianapolis, IN 46268-2467

Phone: 317-387-2239 Fax: 317-387-2290

<http://www.pike.k12.in.us>

Dr. Justin Hunter
*Director of Human
Resources*

Teacher – Job Description

Instructional

1. Teaches district approved curriculum
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
4. Translates lesson plans into developmentally appropriate learning experiences.
5. Communicates regularly with parents outside normal classroom day by means of newsletters notes phone calls, conferences, etc.
6. Establishes and maintains standards of pupil behavior o achieve an effective learning atmosphere.
7. Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
8. Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
9. Is available to students and parents for education -related purposes outside the instructional day.
10. Plans and coordinates the work of Para-professionals, parents and volunteers in the classroom and on field trips.
11. Provides individualized and small group learning through functional and attractive displays, interest centers, and exhibits of student work.
12. All other duties as assigned.

Physical

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing he duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books, musical instruments and Chromebook carts. The employee is directly responsible for the safety, well-being or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.