



NORTH CALLAWAY R-1 SCHOOL DISTRICT



Job Description

Job Title: Teacher

Classification: Certified Salary Position

Terms of Employment: Number of teacher days on current adopted calendar

Reports To: Building Principal

Evaluation: Position performance will be evaluated annually by the Building Principal in accordance with provisions of the Board's policy on Certified Personnel Performance Evaluation.

Job Summary: Leads students toward the fulfillment of their potential for intellectual, physical, social, and emotional growth and maturation.

Qualifications of the Teacher: The teacher will meet professional certification standards as set by state certification authorities.

Responsibilities of the Teacher:

- Meets and instructs assigned classes in the locations and at the times designated.
- Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
- Prepares for classes assigned and shows written evidence of preparation upon request of the principal.
- Encourages students to set and maintain standards of classroom behavior.
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Evaluates student progress and maintains accurate records on a regular basis.
- Maintains accurate, complete, correct records as required by law, district policies and administrative regulations.
- Assists in upholding and enforcing school rules, administrative regulations and Board

Policies.

- Makes provision, under reasonable terms, for being available to students and parents for education-related purposes outside the instructional day.
- Participates in staff development activities and departmental meetings.
- Cooperates with other members of the staff in planning instructional goals, objectives and methods.
- Ensures compliance with IEP/Section 504 accommodations.
- Assists in the selection of books, equipment and other Instructional materials.
- Accepts a share of responsibility for co-curricular activities as assigned.
- Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
- Establishes and maintains cooperative relations and a positive rapport with others.
- Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced coursework at institutions of higher learning.
- Provides up-to-date classroom inventory to the Building Principal.
- Communicates student progress, needs, and performance status frequently with staff members, administration, and parents. Maintains required communication log.
- Notifies Building Principal of any unusual concerns or needs of student requiring further school attention (e.g., suspected child abuse, drug/alcohol abuse, educationally relevant home concerns).
- Works cooperatively with relevant outside sources serving assigned students (e.g., counselor, Touch Point, Arthur Center, doctor, and tutor).
- Submits a request for materials, equipment and supplies which appropriately address the individual student's need.
- Participates in the analysis of assessment data.
- Makes provision, under reasonable terms, for being available to students and parents for education-related purposes outside the instructional day.
- Performs other duties and responsibilities as assigned.